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ABSTRACT

This guide, which is intended to help school officials involved in certifying the enrollment of persons training under U.S. veterans' training programs and/or advising students who may be potential beneficiaries of such education programs, summarizes Department of Veterans Affairs (DVA) policies and procedures relative to certifying students under federal veterans' laws. The following topics are discussed: educational assistance programs (education programs and supplemental education benefits); training and rehabilitation for veterans with service-connected disabilities (vocational rehabilitation); application procedures to be followed by students; basic information for certifying officials; payment procedures; the certification process; changes in enrollment status; and procedures for selected types of courses/training (independent study and open-circuit television courses; refresher, remedial, and deficiency courses; change in program/place of training; cooperative course; farm cooperative programs; training in foreign countries; certification of attendance for programs not leading to standard college degrees; and verification of pursuit at institutions of higher learning). A glossary is included. Appended are a comparison of education benefits available to persons on active duties, selected reserve members, and veterans' survivors and dependents; sample application, certification, and other miscellaneous forms; and a directory of DVA regional offices. (MN)

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Certification of Students Under Veterans' Laws

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1910

American Association of Collegiate Registrars and Admissions Officers

Publication No. 89

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AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

The American Association of Collegiate Registrars and Admissions Officers, founded in 1910, is a professional education association, voluntary and non-profit, of cooperating postsecondary institutions. Its general purpose is to promote the advancement of education, particularly higher education, and the professional enhancement of personnel and administrative functions in admissions, financial aid, institutional research, records, registration and closely related areas among institutions of higher learning.

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CERTIFICATION OF STUDENTS

UNDER

VETERANS' LAWS

Information for Certifying Officials
and Other Advisors of Veterans,
Their Dependents or Survivors,
and Servicepersons

The American Association of Collegiate Registrars
and
Admissions Officers

AACRAO
1910

In Cooperation with the Veterans Administration
and Department of Defense

PREFACE

Certification of Students Under Veterans' Laws is intended for the use of certifying officials at institutions which offer approved instruction to veterans, to servicepersons, to dependents and survivors of veterans and other eligible persons. Education Services Officers at military installations and counselors at military separation centers should find this publication to be a useful resource when advising servicepersons on their use of DVA educational benefits. The material contained herein is informational and not regulatory in nature. In all cases, the law (Title 38, United States Code) prevails, and Department of Veterans Affairs regulations (Title 38, Code of Federal Regulations) provide regulatory requirements. This publication is organized in sections and appendices as shown in the Table of Contents.

If you receive this manual as a member of AACRAO, but you are not the certifying official of your institution, please share this information with the individual who has been assigned the responsibility for certifying student enrollments to the DVA.

We welcome suggestions and comments for improving this information. Please address correspondence to:

American Association of Collegiate Registrars
and Admissions Officers
One Dupont Circle, N.W., Suite 330
Washington, D.C. 20036-1110

We encourage you to send a courtesy copy of your comments to:

Director, Vocational Rehabilitation and Education Service
Department of Veterans Affairs Central Office
810 Vermont Avenue, N.W.
Washington, D.C. 20420

Office of the Secretary Washington DC 20420
of Veterans Affairs

Department of
Veterans Affairs

April 1989

It is my pleasure to introduce the latest edition of the manual "Certification of Students Under Veterans' Laws" in a new and revamped loose-leaf format.

Since the last edition was published over five years ago by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), there have been significant changes in the educational assistance programs available to veterans and other eligible persons. We now have in place a permanent educational assistance program, the Montgomery G.I. Bill, that provides not only benefits to servicepersons and veterans but also provides assistance to members of the Selected Reserve.

School officials certifying the enrollments of persons training under our veterans' programs or those advising students who may be potential beneficiaries of these education programs have a tremendous responsibility for relating both the eligibility and entitlement provisions of the various programs available. In order to keep abreast of the frequent changes that are made in these programs, this manual is being presented in a loose-leaf format. This now permits future updates to be made much more timely than having to wait for a new edition of the manual to be published.

As the first Secretary of Veterans Affairs, I wish to convey my appreciation and gratitude to AACRAO for publishing this very comprehensive summary of DVA policies and procedures relative to the certification process.

Edward J. Derwinski
Secretary

FOREWORD

For over four and one-half decades officials at colleges and universities throughout the United States have worked closely and cooperatively with officials of the Veterans Administration to deliver education benefits to those who are serving or have served our nation and their dependents. In September 1988, the 20 millionth GI Bill recipient was recognized in a ceremony in Washington, D.C. The ceremony called attention to the fact that since 1944 the GI Bill programs have delivered over $69.7 billion in assistance to veterans, dependents and active duty members of the armed forces. That is an impressive record that the VA and the certifying officials at our colleges and universities can look back on with a great deal of pride.

From time to time the laws governing veterans' educational assistance programs change in response to changes in the needs of veterans and changes in our nation's defense needs. Such changes have occurred in recent years with the passage of the Montgomery G.I. Bill legislation. In order to continue our support for open communication and cooperation between colleges and universities and the new Department of Veterans Affairs, representatives of the Department of Veterans Affairs, the Department of Defense and AACRAO have worked together to prepare this sixth edition of Certification of Students Under Veterans' Laws. We hope it will help ease the administrative burden and facilitate continuation of the proud tradition of teamwork that is essential for the success of these programs.

AACRAO is most appreciative of the support for this project provided by Dennis R. Wyant, Director, Vocational Rehabilitation and Education Service for the Veterans Administration and Wayne A. Taylor, of his staff, who was primarily responsible for updating the content. Without their support and assistance this publication would not have been possible. We also extend our thanks to the Department of Defense representatives and our own AACRAO members, listed on the inside front cover, for their contributions of time and effort to make this publication accurate and complete and one that will effectively meet the needs of those it is intended to serve.

A very special thanks to all for a job well done.

Sincerely,

Robert E. Cyphers
President
AACRAO

Certification of Students

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The American Association of Collegiate Registrars and Admissions Officers

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President
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GLOSSARY OF TERMS AND ABBREVIATIONS

ACCREDITING AGENCY: A nationally recognized agency or association which the Secretary of Education determines to be a reliable authority as to the quality of training offered by an educational institution. The Secretary publishes a list of these agencies and associations which the state approving agencies utilize for establishing that a program of instruction may be approved under the provisions of 38 U.S.C. 1775 as an accredited program.

ACTIVE DUTY: Full-time duty in the Armed Forces. This also includes full-time duty performed by commissioned officers of the Public Health Service and National Oceanic and Atmospheric Administration (not including active duty for training).

ACTIVE DUTY FOR TRAINING (ACDUTRA): Active duty for training in the Reserves or National Guard. This includes reservists on full-time duty for training purposes in the Armed Forces; members of the National Guard or Air National Guard of any state, performing full-time training duty under title 32, U.S. Code, sections 316, 502, 503, 504, or 505.

ADVANCE PAYMENT: The monetary allowance which may be payable to a student for the first fractional (or full) month and the following full month of enrollment. These payments are mailed to schools prior to the beginning of classes for release to students who have completed registration.

ADVERTISING: DVA will not approve an enrollment in any course offered by an institution which uses advertising, sales, or enrollment practices which are erroneous, deceptive, or misleading by actual statement, omission, or intimation. Any institution approved for the enrollment of veterans and other eligible persons must maintain a complete record of all advertising, sales, or enrollment materials used during the preceding 12 month periods.

ALREADY QUALIFIED: A student is considered "already qualified" if he or she has previously completed a program at the same level and in the same field of study for which application is now being made. This will not preclude the pursuit of a program leading to a degree at the same level with a different major or in an entirely different field. It also does not preclude the pursuit of subjects which may be necessary to qualify for admission into a program leading to a higher degree or to qualify for a vocational or professional objective. A person will be considered already qualified if he or she was previously employed in a job for which the course now being requested is designed to qualify the individual who completes it. For example, if the applicant is employed in sales, he or she is already qualified for enrollment in a general sales course. DVA benefits are not payable for pursuit of any program for which the student is already qualified. This includes courses required for relicensing or a continuation of licensing in a professional field.

ARMED FORCES: This includes the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

ASSIGNMENT OF BENEFITS: Any arrangement by a school which denies the student the opportunity to control the proceeds of a check is prohibited. Section 3101(a) of title 38, U.S. Code, provides that payments of benefits due under the laws administered by DVA shall not be assigned except as specifically authorized by law. There are no laws that authorize assignment of DVA educational checks.

AUDITED COURSE: The term means any credit course which a student attends as a listener only with a prior understanding between school officials and the student that such attendance will not result in credit being granted toward graduation. DVA education benefits are not payable for pursuit of such courses, and these types of courses should not be certified to DVA.

AWARD LETTER: The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payment, and remaining entitlement at the end of the award period.

BASIC EDUCATIONAL ASSISTANCE: As used under the Montgomery G.I. Bill - Active Duty, "basic educational assistance" means a monetary benefit payable to all individuals who meet basic requirements for eligibility under Chapter 30, title 38, U.S. Code, for pursuit of a program of education.

BIRLS: Beneficiary Identification and Records Locator Subsystem. This is a computerized record system directly accessed by regional offices by means of computer terminals. It contains basic identifying information on a DVA claimant including the current location of the claimant's folder and service information.

BREAK IN SERVICE: The term "break in service" means a period of more than 90 days between the date when an individual is released from active duty or otherwise receives a complete separation from active duty service and the date he or she reenters on active duty.

CALENDAR MONTH: A complete month (e.g., the complete month of June). This should not be confused with a 30-day period. The most common application of "calendar month" is to the interval between school terms, regarding entitlement to payment for an interval. (38 U.S.C. 1780(a); 38 C.F.R. 21.4138(f))

CERTIFICATE OF ELIGIBILITY (C/E): A Form 22-1993a which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility. (See Appendix B for sample.)

CERTIFYING OFFICIAL: The person at an institution who has been delegated authority to sign enrollment certifications, other certification documents, and reports relating to DVA benefits. (See Form 22-8794 in Appendix B.)

CERTIFICATION OF DELIVERY OF ADVANCE PAYMENT AND ENROLLMENT: Often referred to as the "COD," the Form 22-1999v is mailed to the school in a separate envelope from the advance payment check. When the advance payment check is given to the student by the school, the COD, which contains preprinted enrollment information, must be completed by the certifying official and immediately returned.

CHANGE OF PROGRAM: A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective. This includes any change in an eligible person's program or objective which will result in a material loss of credit or which will materially lengthen the training time necessary to complete an objective. A material loss of credit is generally considered to be the loss of more than 12 credit hours for programs measured in quarter or semester hours, or the loss of more than 10 per cent of the training completed for other types of courses. Generally, veterans and eligible persons are limited to two changes of program.

CHANGE OF SCHOOL: There is no limit or restriction on change of schools for continued pursuit of the same course or program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

CHARACTER OF DISCHARGE: All DVA benefits (with the exception of some insurance programs and certain medical benefits) payable to veterans or their dependents require that the particular period of service upon which entitlement is based be terminated under conditions other than dishonorable. However, a veteran must obtain an "Honorable" discharge to receive educational benefits under the Montgomery G.I. Bill, not "under honorable conditions" or "general," which will disqualify the individual for those benefits. Service personnel who complete six months or less of active military service are issued "uncharacterized" discharges. If an "uncharacterized" discharge is issued for reasons of service-connected disability or hardship, they are considered to be "Honorable" for Montgomery G.I. Bill purposes.

CIRCULAR: A publication issued by the DVA for distribution to regional offices and sometimes to schools as an expeditious way of providing directives on new procedures. A circular may also be used to disseminate information regarding issues which will be pertinent for only a limited period of time.

CLAIMANT: An individual in the process of claiming DVA benefits who is potentially eligible for benefits but who has not completed all the necessary steps which will permit the DVA to determine individual eligibility and entitlement.

CONCURRENT ENROLLMENT: When a student cannot successfully schedule his or her complete program at one school, or cannot complete his or her program within the period in which he or she plans to complete an objective, a student may pursue courses at a second institution. A student is enrolled in more than one school at the same time (the dates of course pursuit at each school may overlap) and the primary institution certifies that supplemental school pursuit will be accepted at full credit toward the student's course objective.

CONFIRMED ENROLLMENT: An enrollment certification which is dated and signed by the school's certifying official on or after the first day of a certified enrollment period.

CONTINUOUS ACTIVE DUTY: The term "continuous active duty" means active duty served without interruption. A complete separation from active duty service will interrupt the continuity of active duty service. Time lost while on active duty will not interrupt the continuity of service.

COST OF COURSE: The term "cost of course" means the total cost for tuition and fees for a course which an educational institution charges to nonveterans whose circumstances are similar to veterans enrolled in the same course. "Cost of course" does not include the cost of supplies or books which the student is required to purchase at his or her own expense.

COURSE: As used in this manual, "course" means a specific class or subject of instruction (e.g., English 110).

CYCLE, COOPERATIVE PROGRAM: Most cooperative programs have terms devoted exclusively to institutional study at both the beginning and the end of the program. Between these terms are a series of cycles in which the student alternates between classroom instruction and on-the-job training. A cycle may begin with either the institutional phase or with the work phase, but the cycle continues until both phases are completed. Alternating periods may be a part-day in school and a part-day on job or may be such periods which alternate on a daily, weekly, monthly, or term basis. The alternate in-school periods of the course must be at least as long as the alternate periods in the business or industrial establishment.

DD FORM 214: The Certificate of Release or Discharge from Active Duty which is prepared at the time an individual completes a period of active duty in one of the Armed Forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit copy number 4 of their DD Form 214 with a claim for DVA benefits. A certified copy may also be submitted.

DELAYED ENLISTMENT PROGRAM (DEP): A Delayed Enlistment or Delayed Entry Program allows individuals to contract to go on active duty in the Armed Forces at a later date. The periods of time of the delayed entry onto active duty vary according to the specific program involved. For example, under DEP, the delay of entry onto active duty varies up to 270 days. In other programs, such as ROTC, the delay may be several years.

DELIMITING DATE: The expiration date for education benefits. It is the first day after a claimant's period of eligibility expires. Benefits are not payable on or after the delimiting date. Generally, the delimiting date is ten years and one day from the veteran's last release from active duty date (RAD). The expiration date for those under Chapters 35 and 106 is computed differently. See appropriate sections for further explanation.

DEPENDENTS' EDUCATIONAL ASSISTANCE (DEA): See Survivors' and Dependents' Educational Assistance.

DOD RECORD: The Department of Veterans Affairs accesses the Department of Defense's manpower data base through a computer interface between the Defense Manpower Data Center (DMDC) in Monterey, California and the Target System. This record contains information from the serviceperson's/veteran's military records which VA may use to determine eligibility for Chapters 30 and 106.

DROP PERIOD: A reasonably brief period of time at the beginning of a term officially designated by a school for dropping courses. The school's last day to drop a course will be the end of the drop period, providing it does not exceed 30 days from the first day of the term.

DUAL ELIGIBILITY: Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed an aggregate total of 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

EDUCATION LIAISON REPRESENTATIVE (ELR): The person at the VA regional office responsible for the education liaison and program approval functions. The ELR is responsible for promptly informing state approving agencies, schools, and training establishments of changes in policies and procedures.

EDUCATION SERVICES OFFICER (ESO): This includes civilian education services officers, military career counselors, and other employees of the military education offices who are assigned responsibility for advising servicepersons of the educational opportunities available to active duty personnel.

EDUCATIONAL ASSISTANCE: This term is generally used interchangeably with the term "education benefits." However, under the Montgomery G.I. Bill - Active Duty, the term "educational assistance" means basic educational assistance, supplemental educational assistance, and all additional amounts payable, commonly called "kickers."

ELIGIBLE PERSON: A child, spouse, or surviving spouse of a veteran who served on active duty and who died of a service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the Armed Forces and who now is, and, for a period of more than 90 days, has been, listed by the Secretary concerned as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

ENROLLMENT PERIOD: This term means an interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education. This term applies to each unit course or subject in the veteran's or eligible person's program of education; i.e., quarter, semester, or full school year.

ENTITLEMENT: The number of months the student will be eligible for DVA education benefits. This is usually expressed in the numbers of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training, but also may be expressed in a dollar amount. Entitlement will vary depending on the education program the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

EQUIVALENT CREDIT HOURS: When a term is not a standard semester or quarter, the DVA will determine the equivalent for full-time undergraduate training. Using a formula, the resulting quotient is called equivalent credit hours. The DVA treats equivalent credit hours as credit hours for measurement purposes. If there is at least one regularly scheduled standard class session per equivalent credit hour each week, the DVA will use the number of equivalent credit hours to compute educational assistance allowance. If the week contains less than one standard class session per equivalent credit hour, the DVA determines training time by considering the standard class sessions to be the same as credit hours for the purpose of using the tables in determining training time for the week.

FACILITY CODE: The numerical code assigned by the DVA to an institution specifically identifying it or one of its subdivisions.

FILE NUMBER: A seven-, eight- or nine-digit number assigned by the DVA to identify a claimant's records. Most veterans have their Social Security Numbers assigned as their DVA file number. If eligibility is established for vocational rehabilitation (chapter 31), a claim number, referred to as a "C-number," is assigned. Dependents or survivors of veterans eligible for chapter 35 benefits are assigned a letter suffix (e.g., "A," "B," "W") to the file number of the veteran.

G.E.D.: An official General Educational Development certificate issued by a state-level department of education. The credentials issued by state-level departments of education are official documents that are acceptable as the equivalent of high school graduation diplomas. In addition, Department of Defense certificates of G.E.D. equivalency are acceptable evidence of completion of high school educational requirements.

HOLIDAY VACATION: The term "holiday vacation" means a customary, reasonable vacation period connected with a federal or state legal holiday which is identified as a holiday vacation in the educational institution's approved literature. Generally, the DVA interprets a reasonable period as not more than one calendar week at Christmas and one calendar week at New Year's and shorter periods of time in connection with other legal holidays.

INDEPENDENT STUDY: A course or subject offered without any regularly scheduled, conventional classroom or laboratory sessions. For DVA purposes, such courses or subjects must lead to a standard college degree and consist of a prescribed program of study with provision for interaction either by mail, telephone, or personally between the student and the regularly employed faculty of the university or college. A specific approval of these courses by the state approving agency is required, in order for DVA benefits to be authorized.

INSTITUTION OF HIGHER LEARNING (IHL): A college, university, technical or business school, offering instruction at the postsecondary level which leads to an associate or higher degree. The institution must be empowered by the appropriate state education authority (under state law) or accredited by a recognized accrediting agency to grant such degrees. This designation also includes hospitals offering medical-dental internships or residencies without regard to whether the hospital grants a postsecondary degree.

INTERVAL PAYMENT: Educational assistance benefits may be paid during the intervals between terms at a school or between terms when transferring from one school to another while remaining in the same program. Exceptions apply, as well as certain other restrictions in certain situations. Persons on active duty or training at less than half-time are not entitled to interval payments.

KICKERS: The Department of Defense may contribute amounts as deemed appropriate to an education fund on behalf of participants to encourage enlistment or retention in the Armed Forces. These amounts are added to any other education benefits to which the person may be entitled. Generally, kickers are applicable only to Chapters 30, 32 and Section 903.

MATRICULATED STUDENT: A college or university student who has satisfied all prerequisites for formal admission and recognition by the institution as a degree-seeking student. This does not mean that an undergraduate student must have formally been accepted into a specific major curricular field of study before he or she may be classified as "matriculated."

M.G.I.B.: Refers to either the Montgomery G.I. Bill - Active Duty (Chapter 30 of title 38, U.S. Code) or the Montgomery G.I. Bill - Selected Reserve (Chapter 106 of title 10, U.S. Code).

MITIGATING CIRCUMSTANCES: Unanticipated and unavoidable events beyond a student's control which are responsible for the student's inability to complete a course or courses or which result in the student's receipt of a nonpunitive grade for a course that the student did complete. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete the course(s) with a creditable grade(s).

NOBE: This is a DD Form 2384, Selected Reserve Educational Assistance Program Notice of Basic Eligibility, which the Selected Reserve member obtains from his or her National Guard or Reserve component unit stating his or her eligibility for the Montgomery G.I. Bill - Selected Reserve. If available, this form should accompany the reservist's application for benefits.

NON-COLLEGE DEGREE (NCD): The designation "NCD" is used to refer to a course or program of education or any other institutional vocational/educational training which does not lead to a standard college degree.

NONPUNITIVE GRADE: The term means any grade assigned for pursuit of a course, whether upon completion of the course or at the time of withdrawal from the course, which has the effect of excluding the course from any consideration in determining progress toward fulfillment of requirements for graduation, i.e., "W" or "NC" grades. No credit toward the school's requirements for graduation is granted for such a grade, nor does the grade affect any other criteria for graduation by the policies of the school, such as a grade point average. Therefore, it has the same effect as an audited course. A student will be charged with an overpayment of the benefits received for those courses in which a nonpunitive grade is received unless he or she presents evidence of acceptable mitigating circumstances to explain the grade assigned.

NONSTANDARD TERM: A term which is of a shorter or longer length (i.e., weeks and days) than a standard quarter or semester. The number of instructor-student contact hours (i.e., standard class sessions) is increased proportionately each week to compensate for a shorter term length. DVA will compute equivalent undergraduate credits to measure courses pursued during nonstandard terms. Any time a term or course is shorter or longer than a standard length term, standard class sessions must be reported on the Enrollment Certification (Form 22-1999).

NORMAL COMMUTING DISTANCE: Two locations that are within 55 miles of each other are within normal commuting distance. Furthermore, a branch, extension or additional facility of a school located more than 55 miles from the school's main campus or parent facility may be considered within normal commuting distance only if school records show that, prior to the establishment of the additional teaching site, at least 20 students or 5 per cent of the enrollment, whichever is less, on the main campus or parent facility were regularly commuting from the area where the additional teaching site is located; or other comparable evidence clearly shows that students commute regularly between the two locations.

OBJECTIVE: The final educational, professional, or vocational goal of a veteran, serviceperson, or eligible person (e.g., degree, diploma, certificate, occupation). An educational objective is one that leads to the awarding of a diploma, degree, or postdoctoral certificate which reflects educational attainment. Graduate certificate programs generally do not lead to an educational objective. A professional or vocational objective is one that leads to an occupation. It may include educational courses essential to prepare for the chosen occupation.

ORDINARY SCHOOL YEAR: This is generally a period of 2 semesters or 3 quarters which is not less than 30 nor more than 39 weeks in total length.

PREREGISTERED ENROLLMENT: An Enrollment Certification (Form 22-1999) that is submitted for a student that is already enrolled in school and has preregistered for the next term with less than a calendar month break between terms.

PRIMARY INSTITUTION: The institution which will confer or grant the current degree sought, or certify that the student has completed the program qualifying him or her for the current objective sought, will be the principal or primary institution. Generally, the student will be enrolled at the principal or primary institution for the majority of the program. See Section 6.11 regarding supplemental enrollments where a student's approved program of education involves training at more than one school.

PROGRAM OF EDUCATION: A combination of subjects, unit courses, or training activities pursued at a school or training establishment which is generally accepted as necessary to meet requirements for a predetermined educational, professional, or vocational objective (e.g., diploma, degree, certificate, occupation). An "approved program" is a course of study or program of training which the appropriate state approving agency has determined meets the legal requirements for payment of DVA educational assistance benefits to veterans and other eligible persons.

PUNITIVE GRADE: The term means a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade. Unlike the nonpunitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average, for example. For this reason it is not the same as an audited course, since it does have an effect upon the student's ability to meet the school's criteria for graduation.

PURSUIT: The term "pursuit" means to work, while enrolled, toward the objective of a program of education. This work must be in accordance with approved institutional policy and regulations, and applicable criteria of title 38, United States Code; must be necessary to reach the program's objective; and must be accomplished through resident courses (including teacher training courses and similar courses which the DVA considers to be resident training), independent study courses, a graduate program of research in absentia, or medical/dental internships and residencies, nursing courses and other medical/dental specialty courses. The DVA considers a person who qualifies for payment during an interval between terms or school closing, or who qualifies for payment during a holiday vacation to be in pursuit of a program of education during the interval, school closing, or holiday vacation.

QUARTER: A division of the academic year at institutions which operate on a quarter system calendar. Credits are earned and measured in quarter hours. A "standard quarter" is a period of instruction usually 10 to 13 weeks long.

REFRESHER TRAINING: Refresher training is a course at the elementary or secondary level to review or update material previously covered in a course that has been satisfactorily completed. Under some education programs, the term also means training in a program of education in which the veteran is already qualified, provided that the program pursued is training to permit the veteran to update knowledge and skills and to be instructed in the technological advances which have occurred in the veteran's field of employment during the veteran's period of service. It may be used to update skills learned either during or prior to service but not for skills first acquired after discharge from service. Veterans pursuing "refresher training" are not limited to "refresher courses" at the elementary or secondary level.

REMEDIAL/DEFICIENCY COURSES: These terms refer to noncredit training at the secondary level that is required for entrance to or preparatory to the successful pursuit of a postsecondary educational program. If secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education, the courses must be listed separately on the Enrollment Certification. Upon entrance each student's academic background should be evaluated and, as warranted, a required noncredit program established. These secondary level courses may include, for example, basic English skills, fundamental math, reading, or other special academic assistance necessary for the student to qualify for admission. These courses may also include noncredit secondary level training to overcome a handicap such as in speech and may be offered at a high school, college, or other educational institution.

REPORTING FEE: The DVA pays annually to each educational institution furnishing training under the various DVA education programs a reporting fee for required reports or certifications. This fee is intended to help defray the costs of processing various reports and certifications required to be submitted to DVA and is in lieu of any other compensation or reimbursement. The annual fee is computed based on the number of DVA beneficiaries enrolled at the institution in October of each year. The reporting fee is paid as soon as possible after the end of the calendar year.

REPS: Restored Entitlement Program for Survivors. Certain survivors of deceased veterans who died of service-connected causes incurred or aggravated prior to August 13, 1981 are eligible for benefits. The benefits are similar to the benefits for students and surviving spouses with children between ages 16 and 18 which were eliminated from the Social Security Act. The benefits are payable in addition to any other benefits to which the family may also be entitled. The amount of benefits is based on information from the Social Security Administration.

RESEARCH IN ABSENTIA: A certifying official of a school may certify a program of research pursued by a veteran or eligible person in absentia, when the research activity is necessary for the preparation of the student's master's thesis, doctoral dissertation, or a similar treatise which is a prerequisite to the degree being pursued. The research activity must be defined and organized so as to enable the certifying official to evaluate the time required for its successful pursuit, and the time certified for the research activity is independent of the time devoted to any employment situation in which the veteran or eligible person might be engaged.

SELECTED RESERVE: The term means, with respect to the Armed Forces, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, the Coast Guard Reserve, the Army National Guard of the United States, and the Air National Guard of the United States. The Public Health Service and the National Oceanic and Atmospheric Administration do not have Selected Reserve units.

SEMESTER: A division of the academic year at institutions which operate on a semester system calendar. Credits are earned and measured in semester hours. A "standard semester" is a period of instruction usually 15 to 19 weeks long.

SERVICEPERSON: An individual who is currently serving on active duty. Same as "servicemember."

SPECIAL PAYMENT: Expedited payments made when a delay in issuing payment has caused financial hardship for a student.

STANDARD CLASS SESSION: The term means the time an educational institution schedules for class each week in a regular quarter or semester for one quarter or one semester hour of credit. A standard class session is not less than 1 hour (or 50-minute period) of academic instruction, 2 hours (or two 50-minute periods) of laboratory instruction, or 3 hours (three 50-minute periods or 150 minutes) of workshop training. To compute standard class sessions, convert the student's hours of attendance per week to minutes and divide by 50.

STANDARD COLLEGE DEGREE: The term means an associate or higher degree awarded by an institution of higher learning that is accredited as a collegiate institution by a recognized regional or national accrediting agency or an institution of higher learning that is a "candidate" for accreditation, or an institution which is accredited by an agency recognized to accredit specialized degree-level programs.

STATE APPROVING AGENCY (SAA): An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various education programs laws administered by VA.

SUMMER SESSION: A division of the summer term specifically designated in a school catalog as a distinct period of instruction. These sessions vary in length, and are often only 3-8 weeks long.

SUMMER TERM: The total instruction offered by a school between the end of the Spring term and the beginning of the Fall term. A summer term may consist of several summer sessions.

SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE: The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

TARGET: The Target Computer System is composed of various components. It is VA's main processing system for all award and related actions. This system generates the payment information that is sent to the Treasury for producing the benefits checks. The Target System also contains the master record files for veterans and beneficiaries.

VEAP: Refers to the Veterans' Educational Assistance Program, Chapter 32 of title 38, U.S. Code. This is the contributory education benefits program for post-Vietnam era veterans. See Section 1.03 for full information.

VETERANS ASSISTANCE INQUIRY (VAI): An inquiry regarding questioned amounts of VA monetary benefits, or the nonreceipt of such benefits after the anticipated claims processing time has elapsed.

SECTION 1

VA EDUCATIONAL ASSISTANCE PROGRAMS

This section addresses some of the basic eligibility criteria for those educational assistance programs certifying officials are most likely to encounter. In Section 2, Vocational Rehabilitation for veterans with service-connected disabilities (Chapter 31) is discussed separately. Certifying officials should acquaint themselves with the basic facts about eligibility and the benefits available under the various VA programs for veterans, servicepersons, reservists, and other eligible persons. Since eligibility criteria are different for the several educational assistance programs and the benefits for the programs vary, students with specific inquiries should write, visit, or call the VA regional office to obtain answers to their questions.

SUBPART I - EDUCATION PROGRAMS

The educational assistance program administered by VA under which a potentially eligible veteran and/or serviceperson may be entitled is largely dependent on when the individual served on active duty. VA administers 10 educational assistance programs, and the basic eligibility criteria may vary from one to another. Generally, only VA can determine an applicant's eligibility for educational assistance. In some instances, VA will rely on the military to make the eligibility determination. It is most important to identify under what program a student may qualify, as the types of benefits payable will vary as well as the types of courses or programs of education that may be certified to VA.

The basic categories of VA educational assistance programs of interest to schools and training establishments are:

I. Montgomery G.I. Bill - Active Duty (Chapter 30)

II. Montgomery G.I. Bill - Selected Reserve (Chapter 106)

III. Veterans' Educational Assistance Program (VEAP - Chapter 32)

IV. Educational Assistance Test Program (Section 901)

V. Educational Assistance Test Program (Section 903)

VI. Survivors' and Dependents' Educational Assistance Program (Chapter 35)

VII. Restored Entitlement Program for Survivors (REPS)

VIII. Vocational Rehabilitation (Chapter 31)

IX. Other Special Programs:

Hostage Relief Act of 1980

Omnibus Diplomatic Security and Antiterrorism Act

1.01 Montgomery G.I. Bill - Active Duty (Chapter 30)

The Montgomery G.I. Bill establishes a program of education benefits for essentially three groups or categories of individuals based on their active duty service. The benefits available to each may vary depending on their particular situation and length of active duty service. Certifying officials who have questions pertaining to eligibility criteria should contact the ELR at the local VA regional office.

Eligibility Requirements (Category I). Individuals entering military service on or after July 1, 1985, have their basic military pay reduced by $100 a month for the first 12 months of their service, in order to be eligible for this educational assistance program. Individuals eligible for the Old G.I. Bill (Chapter 34) as of December 31, 1989, who meet certain eligibility criteria may also be eligible but do not have their basic pay reduced. Persons who, after December 31, 1976, received commissions as officers from service academies (e.g., West Point, the Naval Academy, etc.) or ROTC scholarship programs are not eligible for this program.

Persons separated from active duty because of a service-connected disability or hardship discharge may be eligible for Chapter 30 benefits without meeting the length of service requirements. A Chapter 30 participant separated from active duty due to a physical or mental condition not characterized as a disability may be eligible for Chapter 30 benefits. The condition must not have resulted from the individual's willful misconduct and must have interfered with the individual's performance of duty. In these cases, eligible persons would be entitled to one month of education benefits for each month of military service.

Unlike most other VA educational assistance programs, in order to be eligible for Chapter 30, the veteran must have been released from active duty with the character of discharge specifically listed as "Honorable." "Under honorable conditions," a "General" discharge, etc. are not qualifying, and individuals receiving such discharges may not receive a refund of monies previously reduced from military pay for the Chapter 30 program. Servicepersons who complete six months or less of active military service may be issued "uncharacterized" discharges. Those "uncharacterized" discharges issued for reasons of service-connected disability or hardship are considered to be "Honorable" for Chapter 30 purposes.

Servicepersons. Persons on active duty must have served a minimum of 2 years continuous active duty before becoming eligible to receive benefits under Chapter 30.

The serviceperson must consult with the Education Services Officer (ESO) on his or her military facility before submitting an application for VA benefits. The ESO will discuss the various educational assistance opportunities available to the serviceperson. The law prohibits concurrent payment of tuition assistance by the military service and VA educational assistance for pursuit of the same course. A serviceperson may, however, pursue several courses, with tuition assistance from the military paying for some and VA benefits paying for the others.

Eligibility requirements for those with basic Chapter 34 eligibility and who serve on active duty on or after July 1, 1985 (Category II). Persons who are eligible to receive Chapter 34 benefits on December 31, 1989 and who have remaining Chapter 34 entitlement on that date may be eligible for Chapter 30 beginning January 1, 1990. In order to be eligible, specific criteria must be met. These include:

1. The individual must have had active duty service sometime during the period beginning on October 19, 1984, and ending on July 1, 1985, and continued on active duty without a break.

2. The individual must have served continuously on active duty from July 1, 1985 for three years. In lieu of this three-year requirement, the individual may qualify if he or she served two years of continuous active duty which was followed by four years in the Selected Reserve.

3. If the individual completes the required period of active duty, he or she must be discharged with an Honorable discharge.

Category III. Congress provided that certain individuals who were voluntarily or involuntarily separated from the service as a result of a reduction in personnel, who would not otherwise be eligible, would have the opportunity to elect chapter 30.

Eligibility Requirements (Category IIIA). Effective February 3, 1991, a new category of individuals became eligible for Chapter 30. An individual who originally declined to participate or who was not eligible to participate may elect chapter 30 before separation if that person is to be involuntarily separated from service. DOD is responsible for obtaining this election before separation.

1. The individual must have been on active duty on September 30, 1990.

2. The individual must receive an honorable discharge due to involuntary separation.

3. Before applying for benefits, the individual must complete the requirements for a secondary school diploma, its equivalency or 12 credit hours leading to a standard college degree.

4. If the individual originally elected not to participate in chapter 30, he or she must withdraw the earlier election.

5. If eligible for chapter 32, the individual must elect to receive benefits under chapter 30 rather than chapter 32. An individual who contributed to chapter 32 is eligible for a refund of unused contributions. The law provides for adding unused chapter 32 kickers to the chapter 30 basic rate.

6. The law required DOD to reduce the pay of an individual electing to participate in chapter 30 by $1200.

Eligibility Requirements (Category IIIB). Effective October 23, 1992, individuals who are voluntarily separated on or after December 5, 1991 under sections 1174a and 1175 of Title 10 U.S.C. may elect to receive chapter 30. The programs currently offered under these sections are SSB (Special Separation Benefit) and VSI (Voluntary Separation Incentive).

1. The individual must be voluntarily separated under SSB or VSI after October 22, 1992. (See Category IIIC for those discharged between December 5, 1991 and October 22, 1992).

2. The individual must receive an Honorable discharge.

3. The individual must have elected chapter 30 before separation.

4. DOD should have collected $1200.

5. Before applying for benefits, the individual must complete the requirements for a secondary school diploma, its equivalency or 12 credit hours leading to a standard college degree.

Eligibility Requirements (Category IIIC).

1. The individual must have been voluntarily separated under SSB or VSI between December 5, 1991 and October 23, 1992.

2. The individual must have received an Honorable discharge.

3. VA must collect $1200.

4. Before applying for benefits, the individual must complete the requirements for a secondary school diploma, its equivalency or 12 credit hours leading to a standard college degree.

Time Limit. In most cases, eligibility expires 10 years after last discharge or release from active duty.

Entitlement/Monthly Rates. Active duty for 3 years, or 2 years active duty plus 4 years in the Selected Reserve or National Guard entitles an individual to $350 a month ($400 monthly, effective 4-1-93) basic benefits for 36 months or the equivalent in part-time training. If an individual's initial obligated period of active duty is less than 3 years which is not followed by service in the Selected Reserve, the basic educational assistance benefit is $275 monthly ($325 monthly, effective 4-1-93) for 36 months (or the equivalent in part-time training). There is also a targeted, discretionary kicker of up to an additional $700 available to persons who have skills critical to the military (e.g., Army College Fund, Navy Sea College Fund programs).

A supplemental benefit of up to an additional $300 with a targeted, discretionary kicker of up to $300 more is also available under certain circumstances. The kickers and discretionary supplemental assistance are added to the basic educational assistance for those persons completing additional periods of active duty and/or for those in special military occupations or skills. VA does not make determinations regarding kickers and supplemental allowances. Those determinations are made by the individual's branch of military service, which determines the amount of kicker payable and notifies VA of that amount.

The benefits payable to persons with basic Chapter 34 eligibility and who serve on active duty on or after July 1, 1985, will be one-half of the applicable Chapter 34 rate of educational assistance payable on December 31, 1989, including any additional allowance for dependents, plus the applicable Chapter 30 rates.

NOTE: The combined entitlement available to persons eligible under two or more VA education programs is limited by law to an aggregate total of 48 months. Therefore, depending on the number of months remaining entitlement a Chapter 34 eligible person may have on December 31, 1989, his or her educational assistance rates may vary beginning January 1, 1990.

Public Law 101-510 - Chapter 30. Effective February 3, 1991, a new category of individuals became eligible for Chapter 30. An individual who originally declined to participate or who was not eligible to participate may elect chapter 30 before separation if that person is to be involuntarily separated from service. DOD is responsible for obtaining this election before separation.

(1) The individual must have been on active duty on September 30, 1990.

(2) The individual must receive an honorable discharge due to involuntary separation after February 3, 1991.

(3) Before applying for benefits, the individual must complete the requirements for a secondary school diploma, its equivalency or 12 credit hours leading to a standard college degree.

(4) If the individual originally elected not to participate in chapter 30, he or she must withdraw the earlier election.

(5) If eligible for chapter 32, the individual must elect to receive benefits under chapter 30 rather than chapter 32. An individual who contributed to chapter 32 is eligible for a refund of unused contributions. The law provides for adding unused chapter 32 kickers to the chapter 30 basic rate.

(6) The law requires DOD to reduce the pay of an individual electing to participate in chapter 30 by $1200.

A veteran earns 1 month of entitlement for each month of active duty service, not to exceed 36 months and has 10 years from the date of last discharge or release from active duty to use his or her education benefits.

For example, a veteran with basic Chapter 34 eligibility serves on active duty for three continuous years after July 1, 1985. If this individual has not used any of his or her 45 months of Chapter 34 benefits, he or she would be entitled to 36 months of Chapter 30 educational assistance beginning January 1, 1990. Assuming, for illustrative purposes, that the Chapter 30 applicable rate is $350 monthly basic educational assistance and $376 monthly under Chapter 34, this individual would be entitled to a monthly rate of $538 ($350 plus one-half of $376, or $188) for 36 months or the equivalent in part-time training.

If this veteran, however, has used 30 of the 45 months of Chapter 34 eligibility as of December 31, 1989, the remaining Chapter 34 entitlement is 15 months. This individual would be eligible beginning January 1, 1990, for 18 months of Chapter 30 benefits, because of the 48-month limitation under two or more VA programs. (Since 30 months has been used, this is subtracted from 48, leaving 18 available months of entitlement.) This individual would receive $538 monthly educational assistance for the first 15 months and $350 monthly for the remaining three months of his or her entitlement.

Education: Persons with basic Chapter 30 eligibility must have met the requirements for a secondary school diploma or equivalency certificate before completing the initial obligated period of active duty. This requirement is met if the participant completed the equivalent of 12 semester hours in a program of education leading to a standard college degree.

Persons with basic Chapter 34 eligibility and who serve on active duty on or after July 1, 1985 must have met the requirements for a secondary school diploma or equivalency certificate by December 31, 1989. Persons in this category, in lieu of having a high school diploma, may qualify if they have successfully completed the equivalent of 12 semester hours in a program of education leading to a standard college degree.

NOTE: Effective October 29, 1992, an individual on active duty on August 2, 1990, has until October 28, 1994, to complete the chapter 30 requirement for a secondary school diploma.

Programs of Education Available. Benefits are generally payable for degree and noncollege degree programs, apprenticeship/on-the-job training programs, cooperative programs, and correspondence training. NOTE: Benefits are payable for flight training from September 30, 1990 through September 30, 1994. Work-study benefits are also available. (See comparison chart in Appendix A for specific types of courses that may or may not be payable.)

1.02 Montgomery G.I. Bill - Selected Reserve (Chapter 106, title 10, U.S. Code)

Chapter 106 of title 10, U.S.C., Educational Assistance for Members of the Selected Reserve, is also referred to as the Montgomery G.I. Bill - Selected Reserve. Since July 1, 1985, VA has held benefit payment responsibility, although eligibility determinations and funding of this program is the responsibility of the Department of Defense.

Eligibility Requirements:

Basic eligibility extending to a person who:

(1) On or after July 1, 1985, (a) enlists, reenlists, or extends an enlistment in the Selected Reserve so that the reservist has an obligation to serve for a period of not less than 6 years following the date of such action; or (b) is appointed as or is serving as a reserve officer and agrees to serve in the Selected Reserve for a period of not less than 6 years in addition to any other period of obligated Selected Reserve service;

(2) has completed the requirements of a secondary school diploma (or equivalency certificate) before completing the initial active duty for training (IADT) or before completing a reenlistment or extends an enlistment in order to establish eligibility for Chapter 106 benefits;

(3) has completed IADT; and is satisfactorily participating in required training in the Selected Reserve; and

(4) has enlisted, reenlisted or extended an enlistment for six years on or after October 1, 1990, for pursuit of programs at other than institutions of higher learning.

Eligibility is precluded if the person is receiving financial assistance under section 2107 of title 10, U.S.C., as a member of the Senior Reserve Officers' Training Corps scholarship program; or, has completed the requirements of a bachelor's degree or the equivalent. Reservists with a bachelor's degree can become eligible for benefits if they enter into a new six-year contract on or after October 1, 1990. Reservists who enter full-time National Guard duty (i.e. AGR), or full-time active duty after November 28, 1989, cannot establish basic eligibility to Chapter 106 based on that period of active duty.

Entitlement. An eligible reservist is entitled to a maximum of 36 months of educational assistance based upon full-time training (or the equivalent in part-time training).

Time Limit. The last day of an eligible reservist's entitlement period under Chapter 106 is the earlier of either (a) 10 years from the date eligibility began, or (b) the date of separation from the Selected Reserve; e.g., a reservist with a bachelor's degree who became eligible for Chapter 106 because he reenlists after October 1, 1990, would be eligible for 10 years from when he reenlists. If a reservist is discharged from the Selected Reserve due to a disability, or due to involuntary separation due to down-sizing or inactivation of unit, he/she is eligible for the full 10 years. Also, the 10 year period can be extended if training was precluded due to a service-connected disability.

VA will extend the ending dates of the period of Chapter 106 eligibility by the amount of time served on active duty plus 4 months for members of the Selected Reserve ordered to active duty during the Persian Gulf War.

Programs of Education Available. Prior to September 30, 1990, benefits were only payable to a reservist for pursuit of programs at institutions of higher learning. Effective October 1, 1990, eligible reservists may pursue any program of education approved for Chapter 30, if the reservist enlists, reenlists or extends an enlistment for 6 years after that date, except for graduate-level training. Effective September 30, 1990 through September 30, 1994, benefits are payable to a reservist pursuing flight training. Effective October 29, 1992, tutorial assistance is payable to reservists. Programs may be pursued at approved institutions within and outside the United States. There are no education loans available under Chapter 106.

Monthly Rates. The rates of educational assistance allowance payable per month under Chapter 106 for pursuit of a program of education are:

Effective:	October 1, 1991	April 1, 1993
Full time	$170	$190
3/4 time	128	143
1/2 time	85	95
less than 1/2 time	43	48

Less than half-time benefits are payable unless tuition assistance is otherwise available to the person for such pursuit from the military department concerned. There is no additional allowance for dependents under the Montgomery G.I. Bill. (See App. A for co-op and other rates).

A reservist who fails to participate satisfactorily in the Selected Reserve is no longer eligible for educational assistance under Chapter 106. Termination of benefits is effective the date the reservist fails to participate satisfactorily. Benefits will be paid to the end of the term if the reservist leaves the Selected Reserve other than for unsatisfactory participation.

The reserve unit will give a written notice of basic eligibility to each reservist who meets the basic eligibility requirements by using a DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility, which is often abbreviated as NOBE. A photocopy of this form is acceptable for submission to the local VA regional office. When the enrollment package is received in VA, the NOBE will be checked against VA's computer interface with the Department of Defense's Defense Manpower Data Center (DMDC) records. When the DOD records show a status of "Ineligible," the student may, nevertheless, receive Chapter 106 benefits, if the date of eligibility on the NOBE is within 120 days of the current date. This 120-day exception allows the claimant to receive Chapter 106 benefits until the service component can update the reservist's DOD record to show eligibility. If VA does not receive notice from DOD that their records have been updated to show eligibility within 120 days from the date of eligibility, the student's benefits will be terminated as of the beginning date of the course. The student will have to contact his or her reserve or guard unit directly to have it correct its master personnel record. VA cannot correct DOD records.

Except for the initial 120 day period from the date of eligibility on the NOBE, benefits will not be paid until the DOD record has been updated to show "eligible"; but, if the DOD record shows "eligible," benefits will be paid without a NOBE.

NOTE: Only one NOBE should ever be issued to a reservist. If he or she changes reserve components, no new NOBE should be issued.

Certification and Verifications: Students apply for benefits using Form 22-1990, Application for Education Benefits.

A Certification of Attendance is sent to reservists receiving benefits for NCD training monthly. Benefits will not be paid until the monthly certification is returned to the VA regional office by the reservist. Prior to December 18, 1989, schools were required to sign certifications and report absences.

Enrollment Certifications, verifications of pursuit, attendance, etc. should be sent to the VA regional office in the state having jurisdiction over the school the reservist is attending.

1.03 Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) (Chapter 32, title 38, U.S.Code)

This is a voluntary contributory matching program in which each person has the right while on active duty to enroll in and make contributions to the program. Servicemembers may contribute between $25 and $100 each month while on active duty up to a maximum of $2700 with 2-for-1 matching funds from the government. Participants, while on active duty, may make a lump sum contribution to the training fund at any time prior to discharge or release from active duty. The government may also make additional contributions, called "kickers," into the fund on behalf of certain servicepersons in critical military fields, as determined by the Department of Defense, or as deemed necessary to encourage persons to enter or remain in the Armed Forces.

This program permits the serviceperson to voluntarily participate in a plan for future education or training in which the participant's savings are administered and augmented by the government. Participants receive monthly payments for the number of months they contributed, or for 36 months, whichever is less. The amount of the payments is determined by dividing the number of months benefits will be paid into the participant's training fund total. If a participant contributed for more than 36 months, the benefits will be paid in 36 monthly payments (or the equivalent for part-time training). If a lump sum contribution is made prior to leaving active military service, it is broken down and credited to the participant's account as monthly contributions.

The total dollar amount of entitlement to benefits equals the sum of the following: (1) the participant's total contributions, (2) the government's matching funds (equal to twice the participant's contributions), and (3) any additional contributions ("kickers") by the Department of Defense. The monthly rate of benefits will vary among individuals depending upon the amount and number of contributions. The sum of all contributions (participant's, government matching, and "kickers") is divided by the number of months the participant contributed (or by 36, whichever is less) to determine the monthly rate at which the participant will be paid for full-time schooling. For example, if a participant contributed $50 monthly for 36 months, the total entitlement would be computed as follows: $1800 in participant contributions, $3600 in Government matching funds with no DOD kicker for a total of $5400. The full-time monthly rate is computed by dividing $5400 by 36 for a rate of $150. The participant would receive 36 payments of $150 for full-time schooling (or the equivalent in part-time schooling) for a total of $5400 in educational assistance. (In this example, the 3/4 time rate would be $112.50, half-time would be $75 and 1/4 time would be $37.50.) No extension to either months or dollars of entitlement is allowable.

A participant may leave the program at the end of any 12-consecutive month period of participation, and those who do so may have their contributions refunded. A participant may also disenroll from the program at any time after leaving military service with a full refund of any unused contributions. However, a person may not reenroll in the program or change the number or amount of contributions after release from active duty.

The individual service departments are responsible for processing any applications to start, stop, or change a serviceperson's contributions to VEAP while on active duty. They transfer moneys and identifying data on participants in the program to VA by computer tapes. VA extracts the data from those tapes and establishes a contributions account, i.e., a banking record, on Target for each participant. NOTE: Chapter 32 (VEAP) contributions should not be confused with Section 903 contributions, discussed later in this chapter.

ELIGIBILITY REQUIREMENTS:

Veterans.

(1) Entered on active duty on or after January 1, 1977, and before July 1, 1985.

(2) Contributed money to VEAP while on active duty. Must have enrolled in and contributed to VEAP before April 1, 1987.

(3) Served for a continuous period of 181 days or more. (If less than 181 days of service, eligibility may be established, if the participant was discharged from active duty because of a service-connected disability.)

(4) Generally, the participant must have completed either 24 continuous months of active duty or the full period for which he or she was called or ordered to active duty, whichever is less. This requirement does not apply if the participant were discharged or released from active duty under an early-out discharge, hardship discharge, or for disability incurred in or aggravated in service.

(5) The participant was discharged or released from service under conditions other than dishonorable.

Servicepersons.

(1) Entered on active duty on or after January 1, 1977, and before July 1, 1985.

(2) Must have contributed to VEAP and have at least 3 months of contributions available. (For an elementary or high school program, there must be at least 1 month's contribution available.) If the serviceperson has less than 12 months of contributions available, he or she must have an active allotment going to the education fund. Must also have enrolled in and contributed to VEAP before April 1, 1987.

(3) Must have served for a continuous period of 181 days or more.

(4) Must have completed the first obligated period of active duty or 6 years, whichever is less. (For elementary or high school programs, must be in the last 6 months of the first enlistment or later.)

The serviceperson must consult with the Education Services Officer (ESO) on his or her military facility before submitting an application for VA benefits. The ESO will discuss the various educational assistance opportunities available to the serviceperson. The law prohibits concurrent payment of tuition assistance by the military service and VA educational assistance for pursuit of the same course. A serviceperson may, however, pursue several courses, with tuition assistance from the military paying for some and VA benefits paying for the others.

Time Limit: Each veteran has 10 years within which to use his or her benefits under Chapter 32. The delimiting date is determined by adding 10 years to the day following the date of release or discharge from the veteran's last period of active duty. Extensions to the delimiting date under Chapter 32 are possible under certain circumstances for physical or mental disabilities.

Programs of Education Available: VEAP benefits are payable for approved programs of education at institutions approved for veterans' training. This includes elementary and high school programs, vocational and technical school training, and undergraduate and graduate training at approved colleges and universities, and cooperative courses (at the rate of 80 percent of the full-time monthly rate otherwise payable). Eligible participants may also be paid benefits for flight training (reimbursed 60%), correspondence courses (reimbursed 100%), apprenticeships, and other on-the-job training. Benefits are not payable for farm cooperative courses. Benefits are payable for foreign IHL training. VEAP participants are eligible for work-study and tutorial assistance but not for education loans. Remedial and deficiency training may be pursued and certified under VEAP as well as refresher training beginning on or after August 15, 1989, for courses which will permit the individual to update knowledge and skills or be instructed in the technological advances which have occurred in the individual's field of employment, during and since his or her active duty, and the eligible person will be charged entitlement for pursuit of these courses as with any other program of education. Current or former enlisted persons who have not completed an elementary or high school education may receive VEAP benefits to cover the cost of tuition and fees for elementary or high school courses without charge to their total entitlement. However, the participant may elect to receive the monthly rate of benefits based upon the sum of all contributions with appropriate charge to entitlement. Vocational or educational counseling and testing is available upon request.

Certifications and Verifications: Student applies using the Form 22-1990, Application for Education Benefits. For NCD training, students must submit a monthly certification of attendance. For IHL training, verification of pursuit at end of enrollment is required. Form 4-5281, Application for Refund of Educational Contributions, should be used by participants in the Chapter 32 program to request a refund of money that they have contributed. This form does not apply to the Section 903 program, because participants in that program do not make contributions. All certifications, verifications, and applications should be sent to the VA regional office of jurisdiction in the area.

Section 207 of Public Law 101-366. Section 207, effective August 15, 1990, permits certain 1977 and 1978 service academy and 1978 SROTC (Senior Reserve Officers' Training Corps) graduates to receive an amount equal to what they would have received under chapter 34 payment for training pursued before January 1, 1990. A limited number of 1977 SROTC graduates may also qualify. Section 207 recipients are eligible for benefits through December 31, 1989, or for 10 years following their release from active duty, whichever occurs first.

Eligibility Requirements: To be eligible for Section 207, the individual must have:

(1) Graduated from a service academy (U.S. Air Force Academy, U.S. Coast Guard Academy, U.S. Military Academy, and U.S. Naval Academy) in 1977 or 1978, or completed a SROTC program in 1978, or, in a limited number of cases, 1977;

(2) Received a commission and served more than 180 days of active duty as a result of the commission; and

(3) Received a discharge or release under conditions other than dishonorable or continue on active duty.

1.05 Educational Assistance Test Program (Section 901)

Public Law 96-342, the "Department of Defense Authorization Act of 1981," included two educational assistance incentive programs to encourage enlistments and reenlistments in the Armed Forces. One of these, established under Section 901 of that Act, was the Educational Assistance Test Program, which is funded by DOD. The DVA has been delegated the responsibility of administering this program through an Interagency Agreement with the DOD, and the program has been codified as Chapter 107 of title 10, U.S. Code.

Section 901 is a noncontributory program in which an eligible participant, or in some cases his or her dependent(s), may receive an educational assistance and subsistence allowance while training at an accredited institution. This program was limited to persons who enlisted or reenlisted in the Army, Navy, Air Force, or Marine Corps after September 30, 1980, and before October 1, 1981. These participants must have been secondary school graduates.

An eligible participant who subsequently reenlists at the end of his or her qualifying enlistment upon which entitlement is based has two alternatives to receiving education benefits: (1) Make an election to receive lump sum payment in lieu of educational benefits (Such an election is handled by the appropriate military service department and is irrevocable.); (2) Make an election to transfer all or part of his or her entitlement to a spouse or dependent child(ren).

NOTE: The DVA regional office in Waco, Texas is responsible for the complete administration of this program.

Eligibility Requirements: Basic eligibility to Section 901 benefits is limited to persons who: (1) Enlisted or reenlisted for service on active duty in the Army, Navy, Air Force, or Marine Corps after September 30, 1980 and before October 1, 1981 (or contracted under a delayed enlistment agreement after September 30, 1980 and before October 1, 1981, and entered on active duty before October 1, 1982); (2) Are secondary school graduates or hold a GED (General Educational Development) certificate; (3) Meet other requirements as the Secretary of Defense may consider appropriate for the purpose of this program and the needs of the Armed Forces (e.g., enlisted in a particular MOS (Military Occupational Specialty), or achieved certain scores on the AFQT (Armed Forces Qualifications Test)); (4) If a veteran, must have been discharged or released from the qualifying period of service under other than dishonorable conditions; and (5) Complete at least 2 years of the enlistment unless discharged for hardship, early-out, or service-connected disability.

Entitlement: Benefits payable under this program consist of two separate payment categories: the educational assistance allowance and the monthly subsistence allowance. An eligible participant earns 1 standard academic year (9 months) of educational assistance allowance for each year of qualifying enlistment, up to a maximum of 4 standard academic years (36 months).

Educational Assistance Allowance. An eligible participant is entitled to receive this assistance allowance to help pay the costs of "educational expenses" incurred for instruction at an "accredited institution." The term "educational expenses" refers to expenses for tuition, fees, books, lab fees, and shop fees for consumable materials used as part of classroom or laboratory instruction which are normally incurred by students at the institution involved. The amount of educational assistance may not exceed $1,753 per standard academic year, which is adjusted annually by regulation. The actual amount payable is prorated based on the number of days in the enrollment period and the training time. The assistance payment is issued once each term, quarter, or semester at the end of the first month in which the training begins.

Monthly Educational Subsistence Allowance. An eligible participant (except for a serviceperson or his/her dependent) is also entitled to receive a monthly subsistence allowance during any period in which the assistance allowance is awarded. The subsistence allowance is issued on the first day of the month following the month for which payment is due. If a person is pursuing a course of instruction on a full-time basis, his or her subsistence allowance is $437 per month, adjusted annually by regulation. If attending on other than a full-time basis, the subsistence allowance is $218.50 per month, adjusted annually.

Transfer of Entitlement: An eligible participant who is entitled to Section 901 benefits and who immediately reenlisted after the end of the enlistment upon which entitlement is based may transfer all or part of the entitlement to a spouse or dependent child. A determination as to dependency status is made by the Waco regional office. (An illegitimate child is not eligible for Section 901 benefits nor is a surviving spouse who remarries.) A person to whom entitlement is transferred is entitled to educational assistance and subsistence allowance in the same manner and at the same rate as the participant. If entitlement is transferred to more than one person, the total entitlement to educational and subsistence allowance of all is equal to the total entitlement of the person on whom entitlement is based. The transfer cannot occur until the participant has completed the qualifying enlistment and has reenlisted. The election may occur anytime after the participant reenlists, while still on active duty or after discharge or other release from service. The participant may revoke the transfer at any time. An eligible participant's unused entitlement will automatically transfer if the participant dies before making an election to transfer entitlement. If the participant has made an election not to transfer entitlement, any unused entitlement is forfeited and will not be automatically transferred.

Time Limit: The recipient's entitlement expires 10 years from the eligible veteran's date of retirement, final discharge, or other separation from active duty, whichever is earlier. If entitlement is transferred to the surviving spouse or dependent child of an eligible participant who died while on active duty, entitlement expires 10 years from the date of death. (NOTE: A Section 901 participant, which includes those to whom entitlement may have been transferred, cannot receive Section 901 benefits concurrently with any other DVA educational assistance benefits program, e.g., Chapters 30, 31, 32, 34, or 35.)

Programs of Education Available: An eligible participant is entitled to receive Section 901 benefits while pursuing instruction at an "accredited institution." The term "accredited institution" means a civilian college or university or a trade, technical, or vocational school in the United States, including the Commonwealth of Puerto Rico, Guam, the U.S. Virgin Islands, and overseas branches of U.S. schools which: (1) Provides education on a postsecondary level, and (2) is accredited by a nationally recognized accrediting agency or association or by an accrediting agency or association recognized by the Secretary of Education.

Certifications and Verifications: Form 22-8889, Application for Educational Assistance Test Program Benefits (Section 901, Public Law 96-342), is used for this program. All applications, enrollment certifications, and other documents pertaining to Section 901 claims should be submitted to the DVA regional office in Waco, Texas. (See Appendix C for mailing address.)

Unlike other DVA education programs, there are no certifications and verifications of attendance under Section 901.

1.06 Educational Assistance Pilot Program (Section 903 - Noncontributory VEAP)

Noncontributory VEAP (Section 903, Public Law 96-342) is a modification of the Chapter 32 program. This program differs from basic VEAP in that the Department of Defense pays the participant's monthly contributions to the Chapter 32 program and certain participants are permitted to transfer their entitlement to a spouse or child.

ELIGIBILITY REQUIREMENTS:

Veterans. Basic eligibility for educational benefits under Section 903 for a veteran is based upon the following conditions: (1) The veteran enlisted or reenlisted for service on active duty in the Army, Navy, Air Force, or Marine Corps after November 30, 1980, and before October 1, 1981 (or contracted under a delayed enlistment agreement after November 30, 1980, and before October 1, 1981, and entered on active duty before October 1, 1982); (2) The veteran must not be eligible for Chapter 34 educational assistance (based upon a prior period of active duty or a delayed enlistment agreement); (3) The veteran must have served for a continuous period of 181 days or more unless discharged because of a service-connected disability; (4) If the veteran was an original enlistee, he or she must have completed either 24 continuous months of active duty or the full period for which called or ordered to active duty, whichever is less, unless discharged for disability, hardship, or early-out; (5) The veteran must have been released or discharged from active duty under conditions other than dishonorable; and (6) The veteran must have elected to participate in VEAP and must have been chosen for the pilot program with his or her contributions made by the service department.

Servicepersons. Basic eligibility for educational benefits under Section 903 for a serviceperson is based upon the serviceperson's meeting the conditions specified in (1), (2), and (3) above, and the following: (1) The serviceperson has completed his or her first obligated period of active duty or 6 years of active duty, whichever is less; (2) The service department has made contributions to the Chapter 32 (Section 903) fund for the serviceperson and at least 3 months of contributions are available for benefits; and (3) The serviceperson meets any additional eligibility requirements as established by the Department of Defense.

ENTITLEMENT: Chapter 32 entitlement is based on contributions made by the participant. Section 903 entitlement is based on contributions made by the service department on behalf of the participant. See section on Chapter 32 for further information.

TRANSFER OF ENTITLEMENT: A participant in Section 903 may transfer his or her entitlement to a spouse or child if he/she: (1) Reenlisted in the Army after June 30, 1981, and before October 1, 1981; (2) Posseses a critical military specialty as designated by the Secretary of Defense; and (3) Is selected for this portion of the program by the Secretary of Defense or designee. Entitlement may be transferred only as follows: (a) To a spouse or child of the participant; (b) To one person at a time; and (c) If the participant is not already receiving educational assistance under Section 903 for the same period.

Eligibility for this transfer of entitlement option is determined by the Department of Defense and is displayed on the claimant's bank record.

NOTE: The administration of the Section 903 program, except as noted above, is the same as for Chapter 32. Please refer to that section for further information. The local DVA regional offices administer the Section 903 program. Students apply using Form 22-1990, Application for Education Benefits.

1.07 Survivors' and Dependents' Educational Assistance Program (Chapter 35, title 38, U.S. Code)

The Chapter 35 program provides educational assistance allowance to qualifying spouses, surviving spouses and children of certain veterans who died while on active duty or who are totally disabled due to their military service.

Eligibility Requirements: Basic eligibility for Chapter 35 education benefits may be established for the following categories of students:

(1) Sons, daughters, spouses, and surviving spouses of veterans who died or are permanently and totally disabled as the result of a service-connected disability arising out of active service in the Armed Forces, or who died from any cause while such disability was in existence; and

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(2) the child or spouse of a person who is on active duty as a member of the Armed Forces and who now is, and for a period of 90 days has been, listed by the service department concerned as a POW, MIA, or otherwise forcibly detained by a foreign government or power.

Periods of Eligibility:

CHILD: Generally, to attend school or take job training under the Chapter 35 program, a son or daughter must be between 18 and 26 years of age. In certain circumstances, it is possible to begin before age 18 and to continue after age 26. Marriage is not a bar to Chapter 35 benefits. A young person eligible for training may not enroll while in the Armed Forces. Further, to pursue training after military service, he or she must not have received a discharge under dishonorable conditions. The period of eligibility for a son or daughter may be extended by the number of months and days equal to time spent on active duty, but not beyond the child's 31st birthday. In most cases, if the son or daughter is beyond the age of 18, an election to receive Chapter 35 benefits will terminate the child's entitlement to further payments of Dependency and Indemnity Compensation (DIC), the survivors' benefits program for surviving spouses and unmarried children under 18 of service personnel or veterans whose death was due to service-connected causes or who died while permanently and totally disabled due to service-connected causes.

SPOUSE OR SURVIVING SPOUSE: Educational benefits must be utilized within a period of 10 years from the date eligibility is found or from the death date of spouse from whom eligibility is derived. In certain instances, an extension of this period may be granted, if the spouse or surviving spouse was prevented from using some portion of his or her educational benefits because of a physical or mental disability.

Counseling: Each eligible person is entitled to receive professional counseling to assist in deciding upon a suitable educational or vocational goal. Counseling is provided free of charge, but the cost of any travel to reach the place of counseling must be met by the applicant.

Counseling is required for each handicapped child and for certain other eligible children for whom special services may be needed. DVA pays for travel in those cases in which counseling is required.

Entitlement: Eligible persons may receive up to 45 months of education or training or the equivalent in part-time training. The program must be pointed toward a definite educational or vocational goal.

Eligible persons may enroll in postsecondary programs approved by the state approving agency. Programs normally include those in colleges, universities, technical institutes, vocational schools, business schools, and facilities providing apprenticeship or other on-the-job training.

In addition, approved secondary level programs may be authorized for eligible persons beginning August 15, 1989, who need additional secondary school refresher or deficiency courses necessary to enable the individual to pursue an approved program of education. Refresher, remedial, and deficiency courses are provided eligible persons without a charge to entitlement for the first five months of full-time pursuit of a program (or the equivalent in part-time educational assistance).

Training in a foreign school may be authorized for pursuit of approved programs of education that lead to a standard college degree or its equivalent.

An eligible son or daughter who is handicapped by a physical or mental disability which prevents pursuit of an educational program may receive Special Restorative Training. This may involve speech and voice correction, lip-reading, braille reading and writing, or anything of this nature that is needed. Specialized vocational training may also be provided.

Monthly Rates: Persons pursuing training under Chapter 35 are entitled to educational assistance allowance at the same rate payable for a single veteran under Chapter 34. See the table in Appendix C.

In addition, Chapter 35 eligibles who need special help to overcome a subject deficiency in a postsecondary school program may be provided tutorial assistance with reimbursement up to a current maximum of $100 per month and not to exceed $1,200 per student.

Certifications and Verifications: If the son or daughter is under legal age, the living parent or guardian must apply. If of age, sons or daughters may act on their own behalf.

Form 22-5490, Application For Survivors' and Dependents' Educational Assistance, should be filed with the nearest DVA regional office. Children must accompany their application with a certified copy of their birth certificate, unless previously of record for DIC purposes, for instance. If the enrollment is a change of program or change in place of training, Form 22-5495 should be used.

1.08 Restored Entitlement Program for Survivors (REPS) (Section 156, Public Law 97-377)

Benefits payable under Section 156, Public Law 97-377, are called REPS benefits for Reinstated Entitlement Program for Survivors (also referred to as Quayle benefits). This program restores certain Social Security benefits that were reduced or terminated by the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35. The REPS benefit is payable to certain surviving spouses and school children who are survivors of members or former members of the Armed Forces who died while on active duty before August 13, 1981, or died from disabilities incurred in or aggravated by active duty before August 13, 1981. REPS benefits are not payable based on service in the commissioned corps of the Public Health Service or the National Oceanic and Atmospheric Administration.

Dependency Requirements. Benefits to a surviving spouse are payable for the youngest child in his or her care if this child is 16 but under 18 years old and attending school. A surviving spouse who remarries can establish eligibility, if his or her marriage is subsequently terminated. Benefits for a school child are basically payable to an unmarried child who is 18 years or older but under 22 and who is in full-time attendance in an approved education program at an approved postsecondary school. However, a child who marries after eligibility has been established may again establish eligibility, if the marriage is voided or annulled. DVA uses the dependency criteria procedures of the Social Security Administration (SSA) when determining whether a person qualifies as a dependent under the REPS program. As a general rule, DVA will accept decisions made by SSA regarding establishment of dependency. Also, the grandchild of the deceased person may be recognized as a child of a deceased person under the REPS program.

A person claiming REPS benefits must complete Form 21-8924, Application for Benefits Under the Provisions of Section 156, Public Law 97-377. A surviving spouse claimant must complete parts I and III of Form 21-8924, and a school child must complete all three parts. The instructions on this application direct the claimant to send it to the nearest DVA regional office. Jurisdiction over REPS claims is split between the various regional offices and a special processing unit at the St. Louis regional office. The regional offices will determine basic eligibility and the special processing unit will determine REPS entitlement. The term "basic eligibility" means that the service-connected death requirements are met. If basic eligibility is established, the St. Louis regional office will make all determinations affecting payment of REPS benefits.

REPS benefits are payable when an entitled child is enrolled in a postsecondary program as a full-time student and the school meets the approval requirements of SSA. A school is approved if it meets one of the following criteria: (1) It is approved by a state or national accrediting agency; (2) It is operated by or supported by the United States, or a state or local government; or (3) Its credits are accepted on transfer by three institutions qualifying above. Certification by an official of a college or university that attendance is full-time is sufficient to establish full-time attendance. For below college level programs, the student must be full-time by the school's standards. Normally, 20 hours of attendance per week will establish full-time attendance.

CERTIFICATIONS. A certification of attendance by a school official is required at the beginning and end of each school year. Certifications will normally be sent to the student but must be returned by the school. A pre-addressed return envelope will be provided.

No Active Chapter 35 Benefit Payment: A Form 21-8926, Certificate of School Attendance Under Section 156, P.L. 97-377, will be sent to the student no later than 30 days after commencement of scheduled attendance. It must be completed by the school certifying official and returned to DVA within 30 days or further REPS payments will be discontinued.

Active Chapter 35 Benefit Payment: Full-time attendance will be confirmed by DVA using the Chapter 35 master record certification data. If the Chapter 35 data of record substantiates full-time attendance, no further certification is necessary.

End of School Year Certification: A certification of attendance, Form 21-8938, Student Beneficiary Report, will be sent to the student at the end of March. If this form is not returned by the end of May, REPS benefits will be suspended.

ANNUAL WAGE AND EARNINGS TEST. REPS cases are subject to an annual wage/earnings test which sets a limit on the annual amount of earnings or wages. The REPS benefit is reduced $1 for every $2 of wages over the annual limit. If REPS benefits are reduced because of excessive earnings, a Form 21-8941, Annual Report of Earnings, will be sent to the student on or about March 1 of the year following the year in which payments were reduced, and must be returned by April 15. However, if earnings data have been reported to SSA, the SSA earnings data will be used in lieu of having the beneficiary file Form 21-8941. The REPS benefit is not payable for any month in which the beneficiary earns more than the monthly limit or engages in substantial services in self-employment.

MONTHLY REPS BENEFIT PAYMENT. The REPS monthly benefit is 75 percent of the REPS PIA (Primary Insurance Amount) or the claimant's proportionate share of the REPS Family Maximum. The REPS PIA and the REPS Family Maximum are separately computed for a surviving spouse parent claimant and for a student claimant, because the surviving spouse's PIA and Family Maximum are subject to legislative DIC (Dependency and Indemnity Compensation) increases, while the student's PIA and Family Maximum are subject to legislative increases in Chapter 35 benefits.

1.09 Other Special Programs

a. Hostage Relief Act of 1980. Enacted on October 14, 1980, Public Law 96-449 provides certain benefits to eligible American citizens held hostage in Iran during the period November 4, 1979, through January 20, 1981. This law also provided for some educational benefits to eligible dependents of the former hostages. This law provides for DVA to pay up to the maximum benefits payable under Chapter 35, title 38, U.S. Code to a spouse, child, or former hostage while attending an educational or training institution approved for veterans' training. Payments could be made to eligible dependents for education or training which began after November 3, 1979. These payments ended on January 20, 1981 except for certain extensions. Payments may be made to a former hostage for education or training which began after his or her release from captivity. He or she is entitled to 45 months of benefits and has a delimiting date of January 21, 1991. If any inquiries are received regarding this program, please contact the nearest DVA regional office.

b. Omnibus Diplomatic Security and Antiterrorism Act of 1986. Similar to the targeted Hostage Relief Act of 1980, this permanent program is designed to provide educational assistance for persons held as captives and their dependents. The benefits provided under this program are generally consistent with the educational assistance program under Chapter 35, title 38, U.S. Code. If any inquiries are received regarding this program, please contact the nearest DVA regional office.

1.10 Tutorial Assistance - Chapters 30, 32, 35 and 106

Tutorial assistance may be paid to eligible persons training under Chapters 30, 32, 35 and 106 to aid them in defraying the expenses incurred by their need for tutoring. This allowance is a supplement to the claimant's monthly educational assistance check and is paid without any entitlement charge for those under Chapter 35. However, for those persons under Chapters 30, 32 and 106, an individual's period of entitlement will be charged only with respect to the amount of tutorial assistance paid in excess of $600. Entitlement is charged at the rate of one month for amounts of tutorial assistance paid in excess of $600 equal to the monthly educational assistance allowance rate for full-time training to which the individual would otherwise be entitled. This means that for Chapter 32 (VEAP) individuals, tutorial assistance paid in excess of $600 will be taken from the individual's contribution fund in the same proportion as these contributions are used to pay other educational assistance to the individual.

The supplementary tutorial assistance is paid at the rate of the monthly cost of tutorial assistance not to exceed $100 per calendar month. The maximum assistance to which a claimant will be eligible is $1,200.

Application. Form 22-1990t, Application and Enrollment Certification for Individualized Tutorial Assistance, is a multipurpose form. It combines an application for tutorial assistance from the claimant and a certification of the need for tutorial assistance from the institution. All claims for tutorial assistance are to be made on Form 22-1990t. An individual claim may be submitted at the end of each month or the claim may be delayed and cover more than 1 month. However, tutorial assistance may be authorized only for tutoring received within the 1-year period prior to the date the claim was received in VA. In no case may the allowance of any one month exceed $100.

Eligibility: The student must be enrolled in a postsecondary educational program on a half-time or more basis and must have a deficiency in a subject required as part of, or prerequisite or indispensable to the satisfactory pursuit of the approved program. NOTE: Tutorial assistance may not be used to improve satisfactory grades in order to raise the student's academic standing; however, a passing grade which is not sufficiently high to establish credit for degree purposes may be considered a deficiency.

Tutorial assistance may be authorized only for tutoring given during the student's enrollment period. Although this includes weekends and breaks during a term or other standard division of the school year, it does NOT include breaks between such periods. The student must be pursuing the unit course and receiving tutoring for that course during the term for which payment is requested.

Certification By School Official: The institution must certify the following: (1) Tutoring is essential to correct a deficiency as certified by the instructor; (2) The person furnishing the tutoring is qualified under standards established by the institution to offer tutoring in the area of deficiency; (3) the charges do not exceed the customary charges for such assistance; and (4) The tutoring is given on an individual basis. NOTE: Infrequently, simultaneous tutoring of two or three students may be warranted; e.g., the subject matter demands participation of and an interchange between several students in order for tutoring to be successful. If tutoring is furnished simultaneously to more than one student, it must be completely justified by the institution and in no event allowed to become a matter of course.

Prohibition. No close relative (spouse, parent, brother, sister) may tutor a student.

Generally, there should be few claims for tutorial assistance for those in graduate degree programs. When a student is admitted to a graduate program, he or she has demonstrated the ability to maintain satisfactory academic standing. Graduate students applying for tutorial assistance should be prepared to submit proof of the need for tutoring.

NOTE: For M.G.I.B. (Chapter 30) students needing tutorial assistance, the completed application, Form 22-1990t, should be forwarded to the appropriate regional processing office.

1.11 Work-Study Benefits - Chapters 30, 31, 32, 35, 106, and Section 903 Veterans

The VA work-study program permits eligible students to perform services for VA in return for a monetary allowance equal to the prevailing Federal or State minimum wage, whichever is higher. VA work-study payments are non-taxable. Eligible students may contract for a maximum of 1300 hours of service in any 12 month period. The maximum number of hours a student may work will be based on 25 times the number of weeks in the student's enrollment period; e.g., 250 hours for a 10 week term; 300 hours for a 12 week term. Work-study services may be performed at VA regional offices, educational institutions, VA medical facilities, VA national cemeteries, certain other organizations approved for outreach activities. For Chapter 106 trainees only, services may be performed at DOD, National Guard and Coast Guard facilities, and their work-study services must be related to the administration of the Chapter 106 program. Chapter 35 students must be training in a state.

Work-study services at educational institutions may include, but are not limited to, the following:

(1) Processing enrollment documents (NOTE: Work-study students may NOT sign an Enrollment Certification.);
(2) Assisting institutional officials in maintaining veterans' records;
(3) Providing supportive assistance to the campus office of Veterans' Affairs;
(4) Providing outreach services.

Veteran students who are assigned by the institution to perform outreach activities must be working under the supervision of a VA employee. Such supervision may be accomplished by a combination of personal and telephone contacts. If the institution wishes to establish a VA outreach activity, the Veterans Services Officer at the regional office should be contacted prior to development of plans for an outreach program.

Eligibility. Students pursuing three-quarter or full-time programs of education or training under Chapters 30, 31, 32, 35, 106, and Section 903 veterans are eligible to receive a work-study allowance. Whenever feasible, VA will give priority in selection for this allowance to veterans with service-connected disabilities rated at 30 percent or more. VA will consider the following additional selection criteria: (1) Need of the student to augment his or her educational assistance allowance; (2) Availability to the student of transportation to the place where his or her services are to be performed; (3) Motivation of the veteran; and (4) Compatibility of the work assignment to the student's physical condition.

Application: Form 20-8691, Veterans Application For Work-Study Allowance, should be completed by the student and submitted to the nearest VA regional office (including work-study applications for those students under M.G.I.B., Chapter 30). Once selected for the work-study program, Form 4-8690, Work-Study Time Record (Veteran-Student Services), will be used as the record of hours worked by the student and verified by his or her supervisor.

Rate of Payment. In return for the student's agreement to perform services for VA totaling, for example, 250 hours during an enrollment period, VA will pay an allowance in an amount equal to the prevailing Federal or State minimum wage, whichever is higher, times 250. VA will pay proportionately less to students who agree to perform a lesser number of hours of services. Effective October 29, 1992, advance payment will be limited to the amount that would be paid for the first 50 hours of each work-study contract, or 40% of the amount of the total contract, whichever is the lesser. Thereafter, payments are made in arrears for each increment of 50 hours of service performed.

In the event the student ceases to be at least a three-quarter time student before completing an agreement, the student, with the approval of the VA regional office, may be permitted to complete the portions of an agreement in the same or immediately following term in which the student ceases to be a three-quarter-time student. If the student terminates all training before completing an agreement, VA may permit him or her to complete the portion of the agreement represented by the money VA has advanced to the student for which he or she has performed no services, but will not permit him or her to complete that portion of an agreement for which no advance payment has been made. The student must complete the portion of an agreement in the same or immediately following term in which he or she terminates training.

If the veteran has received an advance for hours of unperformed service, and VA has evidence that he or she does not intend to perform that service, the advance will be a debt due the government, and will be subject to recovery the same as any other debt due the United States. The amount of indebtedness or each hour of unperformed service will equal the hourly wage that formed the basis of the contract.

1.12 VA Education Loans - Chapter 35 Spouses

Education loans may be authorized by VA to spouses and surviving spouses with Chapter 35 eligibility who have passed their periods of eligibility for educational assistance benefit payments but who still have unused months of that entitlement. The loan program is based upon financial need.

Eligibility. Basic eligibility for an education loan may exist if these individuals: (1) Were in training on a full-time basis at the time their periods of eligibility for educational assistance expired; and, (2) Are still within 2 years from the date on which their eligibility expired; and, (3) Are currently pursuing on a full-time basis the same educational or vocational objective which they were pursuing when their periods of eligibility for educational assistance expired; and, (4) Have financial resources insufficient to meet the cost of school attendance.

Application. Individuals wishing to apply for an education loan should complete Form 22-8725. A loan application may be submitted as early as 30 days prior to the commencement of the enrollment period, but, in any case, an application must be received by VA before the end of the enrollment period for which the loan is requested. The application for an education loan requests a statement of financial resources, educational costs, enrollment data, etc. A separate loan application is required for each semester and for each summer term.

The instruction page attached to Form 22-8725 contains complete information regarding completion of items in the application by the applicant and by the certifying official. The applicant must indicate the enrollment period for which the loan is requested. Education costs for that period only, along with financial resources based on that period, will be used to determine the loan amount to be authorized. Loans may be approved only for students who are satisfactorily pursuing their educational programs and who need additional financial assistance to remain in school.

Certification. In addition to certifying information that is routinely furnished on Form 22-1999, Enrollment Certification, for other students, the certifying official must furnish the cost of room and board at the institution, if available, and to validate the applicant's reported receipt or nonreceipt of other types of financial assistance. If the institution participates in the VA education loan program by agreeing to receive the applicant's loan payment and to deliver the check to him or her, the certifying official will also be responsible for completing a certification of delivery of the loan check (Form 4-5220a), which will be enclosed in the same envelope as the check. If a loan payment is received for a student and that student has not reported to the certifying official within 30 days to claim the check, the unopened envelope must be returned to the U.S. Treasury.

Before a loan payment is released, the student must execute form 22-8726, Promissory Note (Veterans or Eligible Persons Education Loan Program), which provides for repayment of principal and interest. Repayment of both principal and interest is deferred during any period the student is enrolled in training and attending on at least a half-time basis.

1.13 Special Assistance for the Educationally Disadvantaged

Veterans under Chapters 32, and eligible persons under Chapter 35, may receive reimbursement for the cost of tuition and fees to pursue courses leading to a secondary school diploma. Chapter 32 students' entitlement to educational assistance benefits will not be reduced when payments are based on tuition and fee costs. Veterans who pursue these courses at a half-time rate or more may elect to receive regular monthly payments based on their training time, provided that they elect to have their entitlement reduced accordingly. Chapter 35 students will have no charge to entitlement for the first 5 months of high school training.

These benefits are to encourage and assist veterans and eligible persons who have academic deficiencies to attain a high school education and to pursue programs of higher education.

This special assistance for the educationally disadvantaged should not be confused, however, with refresher, remedial, and deficiency courses payable under certain VA education programs to enable individuals to pursue an approved program of education, as discussed in Section 8.02 of this publication.

SECTION 2

TRAINING AND REHABILITATION FOR VETERANS WITH SERVICE-CONNECTED DISABILITIES

(Vocational Rehabilitation)

CHAPTER 31, TITLE 38, U.S.C.

A veteran may be eligible for Chapter 31 benefits if he or she incurred or aggravated a service-connected disability on or after September 16, 1940, which entitles him or her to DVA disability compensation and who is in need of vocational rehabilitation because his or her disability creates an employment handicap.

Vocational rehabilitation may be provided for up to 48 months. An eligible veteran now generally has 12 years from the date he or she is notified of entitlement to DVA compensation in which to use these benefits. DVA may approve an extension of time and/or length of training in certain cases. Disabled veterans are encouraged to contact the DVA office nearest them to obtain detailed information and to request Form 28-1900, Disabled Veterans' Application for Vocational Rehabilitation.

2.01 Terms Unique to Vocational Rehabilitation - Chapter 31

CONSUMABLE SUPPLIES: Supplies necessary for the veteran's training which are usually exhausted during the course of training.

INDEPENDENT INSTRUCTOR: An individual who provides a course of training to a veteran on an individualized basis.

INDUCTION INTO A PROGRAM: The date a counseling psychologist, a vocational rehabilitation specialist and a veteran sign an individualized written rehabilitation plan detailing the veteran's Chapter 31 program.

LEAVE: A period of absence from training which has been authorized by DVA.

NONCONSUMABLE SUPPLIES: Durable items, such as tools and equipment, which are useful both during and after training.

REHABILITATED: The designation given to the veteran's status when he or she has successfully completed a vocational rehabilitation program.

SPECIAL EQUIPMENT: Items which the veteran requires to pursue a course of training, but which would not ordinarily be required by trainees who do not have a handicap.

SUBSISTENCE ALLOWANCE: The monetary payment made to the veteran each month while pursuing a course of vocational rehabilitation training and for 2 months following completion of this training.

SUPPLIES (ALLOWABLE): Books, supplies, tools and equipment which a trainee needs to satisfactorily complete the rehabilitation program.

UNAUTHORIZED ABSENCE: Absence from training without VA approval.

VOCATIONAL REHABILITATION SPECIALIST (VRS): Staff members of the Vocational Rehabilitation and Counseling Division of the VA regional office who have the responsibility for assisting the trainee and supervising the training program.

2.02 Purpose

Vocational Rehabilitation (Chapter 31) is intended to help the service-disabled veteran become independent in daily living and, to the extent possible, to select, prepare for, and secure employment which is compatible with his or her interests, abilities, physical capabilities, and goals.

Under Chapter 31, VA pays the cost of tuition, fees, books, equipment, and supplies. The veteran also receives a monthly subsistence allowance. Since VA makes separate payment to assist the veteran in meeting the costs of school attendance and the veteran is receiving (or is entitled to receive) monthly disability compensation payments, the monthly subsistence rates under Chapter 31 are somewhat lower than the monthly payments made to veterans under other VA educational assistance programs. For example, the monthly subsistence payment to a Chapter 31 veteran without dependents is currently $333 for full-time training. The full-time monthly rate for a veteran with one dependent is $413; with 2 dependents the rate is $486. For each additional dependent, the veteran is entitled to $35 per month additional while training at a full-time rate. Monthly subsistence rates are proportionately lower when training is at a half-time or a three-quarter time rate. No benefits are payable for less than half-time training.

Each veteran under Chapter 31 is assisted by both a VA counseling psychologist and a Vocational Rehabilitation Specialist (VRS) in developing an individualized written rehabilitation plan and in selecting an appropriate training facility. The veteran continues to receive assistance from a VRS throughout the training program.

Other services and benefits include:

(1) Tutoring, reading service, other special help in training, if needed;

(2) Interest-free advances against future subsistence allowance payments, which are repaid through deductions from the veteran's monthly allowances;

(3) Medical and dental treatment, prosthetic aids, special equipment, and special restorative services, as necessary, to enter and stay in the rehabilitation program; and

(4) Job development, placement, and postplacement services after the training phase of the program has been completed.

2.03 Certifying the Veteran

DVA makes the decisions regarding an eligible veteran's majors, programs, courses, etc., under the vocational rehabilitation program for individual veterans. Schools do not certify need for developmental courses, etc.

The veteran's entrance into rehabilitation is authorized with Form 28-1905. This form is valid for the period designated by the VRS. The school will receive the Form 28-1905 (copies 1, 2, and 3) after the veteran has completed rehabilitation counseling at the DVA regional office. If an advance payment has been approved, the certifying official will find that indication in Section B of the form. If the advance payment has been approved, the certifying official should complete Section C of the form based upon the early registration data available. The completed Form 28-1905 should then be returned to the DVA regional office. Otherwise, on or after the beginning date of the enrollment period, the certifying official should complete Section C of the form as verification of the veteran's entrance into training. The school copy of the Form 28-1905 should be removed and kept as part of the school records before returning copies 1 and 2 to the DVA regional office.

Reports of changes in the enrollment status of a Chapter 31 program participant are required in the same circumstances as applicable to students training under any other DVA educational assistance program.

Since no special form has been issued by DVA for reporting changes in enrollment for a Chapter 31 trainee, the certifying official may use Form 22-1999b with the annotation, "Chapter 31 Trainee" added in the top margin of the form. However, it is preferable that enrollment changes for these students be reported to DVA in a letter addressed to the VRS at the DVA regional office. The letter reporting changes should reference both the veteran's name and file number.

A particular VRS has been assigned by the DVA regional office to be responsible for supervising the training of Chapter 31 students at each institution. He or she will contact the certifying official periodically to discuss the needs of Chapter 31 students at the institution and is available to assist the school with questions about Chapter 31.

2.04 Supplies and Equipment

DVA provides a Chapter 31 student with the supplies needed for training, specifically, the same supplies which are needed by other students pursuing the same course.

Institutions are requested to furnish the supplies whenever practicable, inasmuch as this facilitates service to the veteran. A handling fee of up to 10 percent is payable to the institution under certain conditions. Supplies should be issued periodically, as necessary, to enable the student to maintain satisfactory progress, rather than all being issued at the beginning of the program or term.

The cost of items susceptible to personal use, such as musical instruments, cameras, and tennis rackets, and the cost of items used for individual projects, research, etc., may be reimbursed only if the VRS has given prior written authorization for their purchase. On the other hand, protective articles, such as laboratory aprons, rubber gloves, facility required uniforms, and goggles, which are necessary to protect the student from harm, may be furnished when these items are required to be worn by all students taking the course.

A supplier vouchers the DVA regional office for supplies issued to the Chapter 31 student. The voucher (which should include a copy of the purchase order) is audited before payment is released to the supplier. If the VRS determines that unauthorized items have been furnished to a student, the cost of the unauthorized items will be deducted from the invoice before payment is made. The amount deducted then becomes an obligation of the veteran to the supplier.

2.05 Application and Certification

Veterans use Form 28-1900 to apply for vocational rehabilitation benefits under Chapter 31. Information and instructions for the veteran are included on the reverse of the application form. Following receipt of this application in the regional office, DVA will make a determination of basic eligibility. If the veteran is eligible, DVA will schedule an appointment with a counseling psychologist for an initial evaluation to establish the veteran's entitlement to vocational rehabilitation.

The veteran must:

1. Complete each item on the application form, unless a particular item contains an instruction to the contrary, or indicate N/A if not applicable. Leave item 4 blank, if the veteran does not know his or her DVA claim number.

2. Date the application form in item 18 and sign in item 19. DVA will return unsigned forms to the veteran for signature before processing the claim.

3. Submit evidence of his or her active duty service, unless this evidence has been previously submitted. DVA will return the service documents to the claimant upon request.

4. Provide documents, if required, to establish dependency for payment of additional subsistence allowance.

The veteran should submit the completed application directly through the regional office with jurisdiction over the veteran's residence. If the veteran files Form 28-1900 with a school, the certifying official should forward the application to the regional office with any evidence of service or dependency which the veteran may have filed with his or her application.

Form 28-1905, Authorization and Certification of Entrance or Reentrance Into Rehabilitation and Certification of Status. Sections A and B of this form will be completed by the case manager responsible for a veteran's vocational rehabilitation program or for an eligible dependent's special restorative or specialized vocational training. This form authorizes the facility to enter the veteran or eligible child into the program established in Section B. For veterans only, the form also authorizes the facility to voucher DVA for payment of the veteran's expenses for tuition, fees, books, equipment and other supplies needed to complete the rehabilitation program.

The certifying official at the facility must complete Section C of the form, except item 17A, and mail copies 1 and 2 of the completed document to the Vocational Rehabilitation and Counseling Division at the address in item 17A. The school may retain copy 3 for its records. The certifying official should pay particular attention to the following items:

Item 12. The date in item 12 may not be earlier than the date the case manager established in item 8.

Item 13. For institutions of higher learning, the certifying official should certify no more than one academic year. Certification may include summer terms for which the veteran intends to enroll. The period certified may not extend to any term, if the veteran will not attend the preceding term. This restriction applies to both regular and summer terms. The period certified may include normal breaks between terms which do not exceed one calendar month in length, regardless of whether the facility provides accelerated courses during the break period.

Item 14. For institutions reporting on a semester or quarter credit hour basis, the certifying official must report the number of standard class sessions, if this number is less than the reported credit hours, or if the term is not the normal length of a semester or quarter. This will allow DVA to calculate the proper rate of subsistence allowance payment, which must be based on the actual standard hours of attendance rather than the credit hours. Vocational rehabilitation program participants who do not have a reduced work tolerance must meet the same standard class session attendance requirements as beneficiaries under other DVA education chapters.

SECTION 3

STUDENTS' APPLICATION PROCEDURES

3.01 Application Forms

Application forms are available at all DVA offices, most active duty stations, and American Embassies in other countries. Certifying officials should keep a supply on hand at all times. All forms are obtainable from the DVA regional office.

Depending on the status of the student, i.e., the particular DVA program for which he or she may qualify, and whether the claim for educational assistance allowance benefits is an original claim or a supplemental one, the proper application form must be completed by the student.

Certifying officials should inform veterans, reservists, servicepersons, and other applicants that an application for DVA benefits does not constitute an application for admission to the educational institution. A formal application for admission to the institution should be completed before an application for DVA benefits is submitted. Students who have not been accepted for enrollment by the institution should be referred to the Admissions Office.

Applications for DVA benefits are designed to obtain the data necessary to determine eligibility for educational assistance benefits for particular educational, professional, or vocational objectives. Since the students' application forms do not include enrollment certification data, claimants should be encouraged to take their completed applications and supporting documents to the school certifying official so that the documents can be submitted as a package enrollment with Form 22-1999, Enrollment Certification.

Retroactive applications and payments. Students have one year from the beginning date of their training in which to file an application and to receive benefits from the beginning date. DVA will only pay educational assistance allowance retroactively for school enrollment periods up to one year prior to the date the claim and certification of enrollment are received in the DVA regional office.

After receipt of an original application in the DVA regional office of jurisdiction, the claimant will be sent an Acknowledgement of Receipt of Claim. This acknowledgement will display the official DVA claim number which the student and the school should use in all future correspondence with DVA.

Forms. The forms described below should be used to apply for the education and training benefits indicated. A listing of commonly used DVA application forms for education benefits and sample copies are contained in Appendix B.

FORM 22-1990 - APPLICATION FOR EDUCATION BENEFITS
(Chapter 30, 32, 34, title 38, U.S.C.
Section 903, Public Law 96-342
Chapter 106, title 10, U.S.C.)

This is an original application to be used by servicepersons, veterans, and reservists to apply for the following DVA education benefits: Old G.I. Bill (Chapter 34), VEAP (Chapter 32), Non-Contributory VEAP (Section 903), Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), and Montgomery G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 106). If an applicant is on active duty, Part II must also be completed by the serviceperson's Education Services Officer and his or her Commanding Officer.

FORM 22-1990V - APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING
(Chapter 34)

This form is mailed to the home address of many veterans eligible for Chapter 34 benefits shortly after their discharge or release from active duty. Portions of this form are preprinted with service data. This form is completed by the veteran and processed in essentially the same manner as is Form 22-1990. Veterans who use Form 22-1990V to file their claims do not need to attach additional evidence of their active duty service, since the preprinted information contains data taken from copies of the DD Form 214 which are sent to DVA by the appropriate military service.

FORM 28-1900 - DISABLED VETERANS APPLICATION FOR VOCATIONAL REHABILITATION (Chapter 31, title 38, U.S.C.)

This application is used by veterans to apply for Vocational Rehabilitation benefits. If the veteran is found eligible, DVA will schedule an appointment with a counseling psychologist for an initial evaluation to establish the veteran's entitlement to Vocational Rehabilitation.

FORM 22-5490 - APPLICATION FOR SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE (Chapter 35)

This application is to be used by eligible spouses, surviving spouses, and children of veterans who died while on active duty or as a result of a service-connected condition and dependents of veterans who are permanently and totally disabled due to a service-connected condition, to apply for education benefits.

FORM 22-8889 - APPLICATION FOR EDUCATIONAL ASSISTANCE TEST PROGRAM BENEFITS (Section 901)

This application will be used by veterans, servicepersons, and eligible dependents to apply for benefits under the Section 901 program.

FORM 22-1995 - REQUEST FOR CHANCE OF PROGRAM OR PLACE OF TRAINING

This application will be used by veterans, servicepersons, and reservists to apply for a change of program or place of training, or to apply for reentry into training following a report of unsatisfactory progress or conduct. This form may also be used by veterans who have reentered service to apply for education benefits as servicepersons or by those who received benefits while on active duty and are now applying for educational assistance as a veteran after release from active duty. This form should also be used by those persons who have interrupted their training for 12 or more months and are now returning to the same school in the same program.

FORM 22-5495 - REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING: SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE

This application will be used by eligible spouses, surviving spouses, and children to apply for a change of program or place of training, or to apply for reentry into training following a report of unsatisfactory progress or conduct.

FORM 4-5281 - APPLICATION FOR REFUND OF EDUCATIONAL CONTRIBUTIONS

This form is used by participants in the Chapter 32 (VEAP) program to request a refund of money that they have contributed. This form does not apply to the Section 903 program, because participants in that program do not make contributions.

FORM 21-8924 - APPLICATION FOR BENEFITS UNDER THE PROVISIONS OF SECTION 156, PUBLIC LAW 97-377

This form is used by certain spouses and school children to apply for benefits under the Restored Entitlement Program for Survivors (REPS). This program restores certain Social Security benefits that were reduced or terminated by Public Law 97-35. Claimants under this program should submit their applications to the nearest DVA regional office.

3.02 Supporting Evidence

Veterans. A veteran's eligibility for educational assistance benefits cannot be determined until DVA receives satisfactory evidence of his or her active duty service. Veterans of the Armed Forces receive DD Form 214, Certificate of Release or Discharge from Active Duty, when they are separated from service. Individuals who serve in the Public Health Service and in the National Oceanic and Atmospheric Administration receive comparable documents.

Veterans who use Form 22-1990 to submit their claims should attach a copy of DD Form 214 as supporting documentation. In addition to receiving the original copy of the DD Form 214, the individual is usually given copy 4 also. Veterans of the Armed Forces who have been released from active duty since October 1979 should be advised to submit copy number 4 of DD Form 214 or a certified copy of that page with their claim for DVA benefits, if available. The original of this form (July 1979 edition and later) omits certain information regarding the individual's period of service that is essential to DVA's determination of eligibility for benefits. A veteran who has recorded his or her original service document with a state or local government office may submit a copy of that document which is certified by the public custodian of records instead of the original document. School certifying officials may not certify copies of an applicant's DD Form 214.

Original copies of service documents will be returned by DVA to the veteran in all cases. If a carbon copy or a certified copy of the DD Form 214 is submitted, it will also be returned to the veteran, if he or she so requests. If one of the the types of evidence described is not available, DVA must verify active duty service by alternate methods.

If a veteran previously claimed DVA benefits, his or her file probably already contains service verification. Service may also be verified by the DVA regional office through the VADS record (Veterans Assistance Discharge System). This record is a computerized system into which service information is entered for most veterans shortly after they are separated from active duty. VADS records do not exist for all veterans, however, which means sometimes service must be verified with the appropriate military service or department.

Similarly, for M.G.I.B. claimants, DVA is able to access basic eligibility criteria through a computer interface with the Department of Defense's Defense Manpower Data Center (DMDC). This record is now the primary document DVA uses for determining eligibility for Chapters 30 and 106.

Certifying officials should encourage veterans who do not have copies of the documents issued to them at the time of separation from service to submit any other type of information available to them that describes their periods of active duty. This includes, for example, a photocopy of the DD Form 214. Often a photocopy of a service document can be used in conjunction with information obtained from a VADS or DMDC record to provide necessary service verification. A photocopy of the DD Form 214 can also expedite an inquiry to the service department.

Reservists. DD Form 2384, Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility (NOBE), is provided to eligible reservists by his or her National Guard or Reserve component. This is a supplementary document the reservist should submit, if available, in support of his or her claim to establish the date of eligibility or to reestablish eligibility. If DVA has an eligible DOD record, the NOBE is not required, in order to establish eligibility. However, the reservist should submit one, if available, but it is not mandatory. A photocopy of the NOBE is also acceptable.

Dependent Documentation. Under certain DVA programs (Chapters 31 and 34, as well as certain recipients eligible for DVA compensation, pension, or Dependents' Indemnity Compensation, or death pension), persons may have the monthly amount of their DVA benefit payment increased based on the number of his or her established dependents. Under the educational assistance programs (Chapters 31 and 34), additional allowance for dependents is not available when the veteran is training at a less than half-time rate, is not available to servicepersons, for those training under any other DVA-administered education program, or to persons while they are incarcerated for conviction of a felony offense. Documentary proof to establish the relationship of the individuals claimed as dependents is required.

To claim dependents, Form 21-686c, Declaration of Status of Dependents, should be submitted. In addition, if an individual is out of school for more than six months, he or she must submit another Form 21-686c, in order to continue to receive additional allowance for dependents.

Only the following individuals may qualify as dependents for DVA purposes:

(1) The veteran's spouse;

(2) The veteran's child. The term "child" includes a natural child, adopted child or stepchild. The child must be unmarried, and (a) under 18 years of age, or (b) between the ages of 18 and 23 and attending school, or (c) over the age of 18 and must have been determined to be permanently incapable of self-support due to a physical or mental handicap before reaching the age of 18.

(3) The veteran's mother or father, if dependent upon the veteran for support.

Certification of Documents: The preferred documentary evidence is a certified copy of the public or church record of marriage or birth. A certified copy means a copy obtained from the official custodian of the recorded document. The copy should include certification by the custodian as to its authenticity. The certifying official of the school may certify a copy of the original document. If a student is unable to obtain a certified copy of marriage or birth certificate, he or she should contact the DVA Regional Office for information on other types of evidence which may be accepted by DVA to establish the relationship of the claimed dependent.

The individuals authorized to certify documents to DVA include:

1. Any accredited representative of a veteran service organization,

2. Military personnel appointed to this task by orders of the commander of a military installation,

3. Any official of an approved educational facility who is authorized to certify enrollments. Such official must be listed on Form 22-8794, Designation of Certifying Officials.

When a document is authenticated, the certification must contain the following language or an equivalent:

> "I certify that this is a true and exact copy of the original document (or a certified copy issued by a public custodian of records) that I have personally examined."

The certification must be legible, it must have the signature of the individual who is certifying the document, the legibly printed name of the certifying official and the title and the name of the organization. Facsimile signatures for certifying officials of approved educational facilities and institutions are acceptable, if shown on Form 22-8794.

Certifying officials may certify copies of birth certificates, marriage certificates, and all other dependency evidence for veterans training at their facility under Chapters 30, 31, and 34. The certifying official should view the original document to be copied and be satisfied as to the document's genuineness and freedom from alteration. Each document copied must be annotated as noted above. Certifying officials may not certify discharge documents (DD Form 214) or other forms verifying service.

FORM 21-674, Request for Approval of School Attendance, must be completed by the veteran to provide evidence of a child's school attendance after the child's 18th birthday. Qualifying school attendance requires that the child be attending a minimum of three regular class sessions per week. The instruction or training must be offered by an institution recognized as standard and accredited for such course.

Additional amounts of educational assistance may be payable for unmarried children between the ages of 18 and 23 who attend school. If Form 21-674 is submitted before the child's expected beginning date of education or training, the veteran will be requested to complete Form 21-674b, School Attendance Report, after the child's school attendance actually begins. (See also Section 5.06)

On original applications, marital status and dependency information should be entered in Block 17 of the Form 22-1990. Any change in the number of a veteran's dependents should be reported promptly to DVA by the veteran. FORM 21-686c may be used to report the change. If the change is a claim for an allowance for an additional dependent(s), the required documentary evidence should be attached to the Form 21-686c.

When a veteran loses entitlement to an allowance for a dependent (e.g., through divorce, death, marriage of a child, departure from the veteran's household of a stepchild), the amount being paid on account of that dependent must be discontinued no later than the end of the month in which the loss occurs. Therefore, in order for such veterans to avoid an overpayment of their educational assistance, prompt reporting of dependency changes to DVA is essential.

3.03 Where to Send Applications

Except as noted below, applications, enrollment certifications, correspondence, and inquiries or questions regarding an eligible student should be sent to the DVA regional office in the state where the educational institution is located. A list of regional office mailing addresses is found in Appendix D.

Montgomery G.I. Bill - Active Duty (Chapter 30) Claims:

All correspondence, applications, enrollment documents, and changes in status for Chapter 30 education benefits are to be sent to the DVA regional office in St. Louis at the following address:

Department of Veterans Affairs Regional Office
P.O. Box 66830
St. Louis, MO 63166-6830

All inquiries about Chapter 30 claims by telephone must be made to the local regional office and not to St. Louis.

Section 901, Educational Assistance Test Program.

Completed applications and Enrollment Certifications should be sent to the following DVA regional office for processing:

Department of Veterans Affairs Regional Office
1400 North Valley Mills Drive
Waco, TX 76799

For Section 901 students, the school must sign and date the Enrollment Certification after the beginning of the term, quarter, or semester and mail it to the address above. The school may certify only one term, quarter, or semester on each Enrollment Certification. A student under Section 901 may not receive an advance payment of benefits.

All changes in a student's enrollment under Section 901 and any changes of address should be promptly reported to the DVA regional office in Waco at the address shown above.

3.04 Certificate of Eligibility

When DVA receives a completed application form without an Enrollment Certification, a Certificate of Eligibility (C/E), Form 22-1993a, may be issued to the student, if eligibility exists and the selected program is approved. Two copies of the C/E, with instructions, are mailed to the veteran, serviceperson, reservist, or eligible person.

The C/E is valid only at the institution named and only for the objective indicated. The student should present a copy of the certificate to the certifying official. The student's presentation of a C/E to the certifying official assures the school that the student's eligibility and entitlement to DVA benefits have been established.

It should be noted, however, that a student does not have to have a Certificate of Eligibility. The issuance of a C/E merely indicates that DVA has already examined the student's records and has established eligibility for the program of education shown thereon with any applicable limitations. The absence of a C/E on behalf of a student generally implies only that the student has not applied to DVA for a particular program of education at a school and that a determination of eligibility or entitlement to the program being sought simply has not as yet been made.

3.05 Award Letter

When payment of education benefits is authorized, DVA will mail an award letter to the student. Only one copy of this letter will be issued. The letter provides the student with:

(1) Notification that his or her enrollment has been processed for a specific period. The inclusive dates for which payment will be issued will be shown.

(2) The monthly rate of payment the student can expect to receive.

(3) The student's original net entitlement.

(4) Delimiting date.

(5) The amount of entitlement remaining at the end of the term, quarter, semester, or academic year, if the student continues to attend at the certified rate for the entire period. (For a serviceperson, the entitlement used is shown.)

(6) Information regarding appeal procedures.

Generally, the award letter is computer-generated through DVA's Target System. Where applicable, a copy is also provided to the claimant's accredited service representative.

3.06 Availability of Educational/Vocational Counseling (Chapters 30, 31, 32, 34, 35, 106, and Section 903)

In addition to informing veterans, servicepersons, reservists, and eligible persons of the institution's academic and advisory counseling, it is recommended that the certifying official remind them at the time they submit an application for DVA benefits of the free professional counseling services offered by the DVA. Although the counseling itself is free, associated costs of travel, meals, and lodging must usually be borne by the student.

SECTION 4

BASIC INFORMATION FOR CERTIFYING OFFICIALS

4.01 Approvals Required

It is generally the responsibility of the DVA to determine the eligibility of veterans, servicepersons, and other eligible persons and to approve the payment of benefits.

The state approving agency (SAA) approves or disapproves programs and courses of instruction so that educational assistance benefits may be paid to veterans and other eligible persons under the several programs administered by the DVA. The SAA must specifically approve each program of education into which the institution wishes to enroll veterans and other eligible persons. In addition, if an institution operates branch or extension facilities away from the main campus, then the SAA must also approve the offering of instruction at those sites. All approval actions by the SAA are subject to acceptance by the DVA.

Two copies of the school's latest catalog must be forwarded to the appropriate state approving agency. Each catalog must be certified as being correct in content and policy, and this certification must be signed by the appropriate school official.

The certifying official at the institution must be certain that catalogs, school calendars, and other publications containing descriptions of programs and/or courses of study are submitted to the SAA as soon as they are published. Additional requests for approval of new programs and/or courses not contained in the current catalog may be submitted to the SAA by letter as soon as they are established by the institution.

A course offered by a school other than a job training establishment will be appropriate for the enrollment of a veteran or eligible person only if it has been in operation for 2 years or more immediately prior to the date of enrollment, except that this provision does not apply to: (1) any course to be pursued in a public or other tax-supported educational institution, and (2) any course which is offered by a nonprofit school or college which is recognized for credit toward a standard college degree.

Unless a new program or course is similar in character to one already operated successfully by the institution for at least 2 years, approval may not be granted by the SAA until the program has been operated successfully for a minimum of 2 years, except as noted above. Other exceptions may apply, and the nearest DVA regional office should be contacted for more information.

Various schools could have many names for programs and/or courses that DVA considers to be practical training, cooperative, and/or independent study. For example, a school may call a course a cooperative course, but it may meet DVA's definition of practical training and may not meet DVA's definition of coop. Also, programs which the schools frequently call externships, internships, etc., could be coop, practical training, or independent study according to DVA's definitions. How the course is structured determines which of DVA's categories it falls into. As such, for these types of training, there may be a conflict between the school's definitions and those of DVA. In these instances, it is best to check with either the state approving agency or your local DVA regional office for guidance in getting these courses approved.

4.02 DVA Publications and Forms

It is essential that certifying officials have copies of DVA directives which pertain to the responsibilities of the officials of the institution as related to DVA educational assistance. Copies of forms may be procured by writing to your DVA Regional Office, ATTN: Publications Department. Your request should be typed on the institution's stationery and specify what is needed, the name and number of the form or publication required, and the quantity needed. See Appendix A for the name and number of commonly used forms.

4.03 Reporting Fees to Institutions

In December of each year, a listing of students who were receiving assistance as of October 31 of that year is made by the DVA for each institution. Based on the number of students enrolled and in receipt of benefits, institutions are compensated at the rate of $7 for each student. If any advance payment or an education loan check is delivered by the institution, compensation is increased to the rate of $11 for that student.

Prior to the delivery of any reporting fee payment by the DVA, an official at the institution must certify that the institution exercises reasonable diligence in meeting all applicable requirements of 38 U.S.C. Institutions must also certify that any failure to meet applicable requirements of 38 U.S.C. will be reported promptly to the DVA. This certification statement is included in the "Certifications" section of Form 22-1999, Enrollment Certification.

4.04 Availability of Information

You or the student can obtain additional information concerning DVA benefits by writing or calling the regional office. Active duty personnel should first seek resolution of any problem with DVA benefits by contacting the Education Services Officer (ESO) in the Education Office on their military installation.

Toll-free telephone numbers to reach Veterans Benefits Counselors from areas outside the regional office local dialing area are listed in local telephone directories under "United States Government, Department of Veterans Affairs." Your own calls to the regional office will usually be to the Education Liaison Representative, whose name and telephone number can be obtained by calling the regional office number shown in your telephone directory.

You should recommend to each student that he or she set up a folder in which copies of all correspondence and documents pertaining to his/her educational assistance be retained. You should also recommend that the student enter the name, address, and telephone number of the certifying official in this folder along with the address and telephone number of the regional office. In addition, you should inform the student of his or her responsibility to report promptly to you and to the DVA any changes in his/her enrollment.

4.05 Compliance Surveys

The law requires that DVA employees conduct periodic surveys at educational institutions. The two main purposes of these surveys are to (1) ensure that DVA payments going to students enrolled in the school are based upon proper and correct enrollment information as furnished by the school to DVA; and, (2) assist school and training officials and students in understanding the requirements of the law in order to prevent deficiencies or violations which could develop because of misunderstandings or misinterpretations of the law.

Schools which have sought and obtained approval to provide training under 38 U.S.C. are required by law (38 U.S.C. 1790(c) and 38 C.F.R. 21.4209) to maintain certain records and to make these records available for examination by authorized representatives of the government. All records and accounts of schools pertaining to veterans and eligible persons, as well as the records of other students which are necessary to determine compliance with the law, must be available for examination. The law (38 U.S.C. 1790(c)) provides that records and accounts must be made available for review "notwithstanding any other provision of law." The effect of this provision is to allow the DVA to examine necessary records which may be restricted under laws regarding privacy of student records such as PL 93-380 (Buckley Amendment) or other provisions of the law. Failure to make records available may result in discontinuance of educational assistance benefits.

Records of an institution or establishment must be retained for a period of at least three years following the termination of the enrollment of an eligible individual, or longer if requested by DVA or GAO (General Accounting Office). Any institution offering courses approved for the enrollment of eligible individuals must maintain a complete record and copies of all advertising, sales, or enrollment materials utilized by or on behalf of the institution during the preceding 12-month period (see paragraph 4.07).

A school's records, such as applications, transcripts, grade reports, and school enrollment records, will be reviewed during a compliance visit to ensure:

(1) Credit granted for prior education and training, if any, reported. The school must maintain a written record of the student's previous education and training, grant appropriate credit and shorten the course proportionately. The amount of credit granted should have been reported by the school on the student's Enrollment Certification.
(2) Specific curriculum in which a student is enrolled was correctly reported;
(3) Changes in credit hours correctly and promptly reported;
(4) Last date of attendance correctly and promptly reported;
(5) Unsatisfactory progress (based upon grades or grade point average required or other approved progress criteria, and approved length of course) correctly and promptly reported.
(6) Certifications of 85 percent enrollment restriction verified;
(7) Certifications of two-year period of operation for branch locations verified.

A school's finance records will be reviewed to determine:

(1) Tuition and fees paid by DVA students are not more than those paid by non-DVA students. The charges to DVA students for tuition and fees may not be more than the charges to non-DVA students in the same program. Any discount or payment plan which is available to non-DVA students but not available to DVA students, and which reduces the tuition and fees for non-DVA students is, in effect, an overcharge to DVA students.
(2) Refunds in accordance with school policy were given students who discontinued courses.
(3) Tuition paid by non-DVA students is the same as tuition paid by DVA students.
(4) School procedures for care and delivery of advance payment checks meet requirements of the law.
(5) Procedures for delivery of other education assistance checks, mailed to a school address do not violate power-of-attorney restrictions.

In addition, work-study records may be examined to ensure student services are an activity of DVA and the hours worked have been properly reported; tutorial assistance records to ensure recipients of tutorial assistance have academic deficiencies, tutors are known by the school to be qualified, and charges for tutoring are reasonable and customary.

If a compliance survey team discovers serious discrepancies in reporting or recordkeeping requirements, payments of educational assistance allowance benefits to students may be discontinued. (38 U.S.C. 1790(b) and 38 C.F.R. 21.4133 and 21.4134)

4.06 Reporting to the DVA Regional Office

In most cases, the certifying official will either personally deliver or mail completed certification documents directly to the DVA regional office.

Notifications of reductions in students' enrollments or withdrawals from the institution may also be reported initially to the DVA regional office by telephone. Telephonic notifications of these enrollment changes, particularly when the changes are discovered during the last half of a month, will assist DVA in preventing overpayments of benefits. It is recommended that any telephone notice of reduction in training time or withdrawal from the institution be confirmed in writing by submitting a Form 22-1999b to DVA.

4.07 Debt Prevention

It is especially important that those who are participating in the educational assistance programs administered by DVA, to include those responsible for the certification of students under veterans' laws, know that DVA fully intends to be aggressive in its efforts to collect justified debts and is serious about ensuring that G.I. Bill benefits are not abused. DVA has responsibilities to administer these programs in the best interests of the veteran and to assist in efforts to use the benefits productively. However, there are also responsibilities to ensure that Federal funds are not misused or expended fraudulently. Determined efforts need to be made at all junctures to prevent the establishment of debts in the first place. Debt prevention initiatives must be made a continuing priority in the administration of educational assistance programs. Between August 1 and August 15 of each year schools will be sent a letter reminding them of the importance of continued debt prevention efforts.

DVA studies show the causes of education overpayments are varied, with some resulting from processing problems within DVA and some resulting from delayed reporting by schools. Approximately 60 percent of overpayments are the result of students' not providing acceptable mitigating circumstances for changes in enrollments.

When students enroll in school is an excellent time for certifying officials to advise those receiving DVA educational benefits of the actions that can result in overpayments of these benefits. Each student should be made aware of the importance of promptly notifying both the school and DVA of any change in enrollment. Students should be encouraged to provide statements regarding mitigating circumstances for reductions and terminations for inclusion with the notification. DVA requirements emphasize that notifications of reductions and terminations be processed as expeditiously as possible. In cases in which award actions cannot prevent the next payments, DVA sends telegrams to local postmasters asking for the return of the checks so that payments can be issued in the proper amounts.

In cases in which overpayments are established, DVA is interested in recovering the money owed as soon as possible. Collection efforts are not limited to written requests for payment and withholding future benefit payments. Debts may be referred to collection agencies or the Justice Department. Approval of DVA home loan guarantees may be delayed pending satisfactory repayment arrangements. Federal income tax refunds may be withheld and applied to DVA debts. While these collection efforts are often viewed negatively by the benefit recipients, they are an integral part of the effort to reduce outstanding debt.

Students may discontinue their educational endeavors due to benefits being withheld for prior overpayments. Some benefit recipients cannot afford to attend school without their DVA benefits. Therefore, it is important that certifying officials keep students informed of the responsibilities involved in reporting changes in their status.

Student awareness of DVA policies and how school policies may affect payment of DVA benefits is critical to debt prevention. DVA provides information to benefit recipients, but the certifying official can help improve the understanding at the school by providing students with additional information pertaining to the receipt of their benefits. The communication could take the form of a letter, a handout at registration, an article in the school newspaper, or posters displayed around the campus. It is important that students understand that a reduction in their course load may result in a retroactive reduction in benefits and a debt to DVA. Academic advisors should be aware of this information, since they may be involved in course scheduling and decisions to drop courses.

During compliance surveys, schools' debt prevention efforts will be documented, to include copies of information provided to students and/or annotations of debt prevention measures the school has implemented. Such measures are not mandatory, but reducing the number of overpayments requires cooperation among DVA, the schools, and the beneficiaries.

4.08 Advertising, Sales, or Enrollment Practices

No enrollment will be approved at institutions utilizing advertising, sales, or enrollment practices of any type which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. All approved institutions must maintain for a period of 12 months complete records and copies of all advertising, sales, and enrollment materials used by or on behalf of the institution. These materials must be available for inspection by the SAA during supervisory visits and by DVA during compliance surveys. These include, but are not limited to:

(1) Any direct mail pieces,
(2) Brochures,
(3) Printed literature used by sales people,
(4) Films, videocassettes and audiotapes disseminated through broadcast media,
(5) Material disseminated through print media,
(6) Tear sheets,
(7) Leaflets,
(8) Handbills,
(9) Fliers, and
(10) Any sales or recruitment manuals used to instruct sales personnel, agents, or representatives of the educational institution.

An institution which utilizes advertising, sales, or enrollment practices of any type which are erroneous, deceptive, or misleading will be barred from further enrollments of DVA beneficiaries and no certificates of eligibility will be issued for any courses at the institution. The phrase "advertising, sales, or enrollment practices" includes but is not limited to any method used or action taken by or on behalf of an institution for the purpose of soliciting or encouraging enrollment in its course(s) of study and may include the use of direct mail pieces, brochures, sales training materials, printed literature used by salespersons, films, videotapes and audiotapes.

Advertising must not leave a false, misleading, or exaggerated impression concerning the school, its personnel, courses, etc. Advertising that might be construed as literally true must be literally true. Deceptive practices may occur when a school indicates that the objective of its course is one thing when, in fact, those graduates of the school who get jobs may get jobs that are less prestigious with lower salary and with less chance for ultimate advancement than the job for which they thought they were training. Catalogs and other brochures published by the school should clearly disclose, in advance of enrollment, usual and traditional limitations and restrictions, if any, on admissions and employment opportunities, such as medical requirements, licensing, internship, apprenticeship, union, age, education, examination and experience requirements.

Misrepresentation of the availability of placement services and employment opportunities may be another area of concern. The school may, for example, guarantee employment placement service after graduation, but in reality simply provides the student with a list of employers to contact. A school's advertising may imply extensive employment connections with nationwide firms when such connections do not exist.

Advertisements, sales, or enrollment practices can be erroneous, deceptive, or misleading by omission as well as by actual statement or intimation. Such omissions might well include the failure to disclose to the veteran any material facts concerning the school or its instruction which may reasonably affect the student's decision to enroll. For example, a salesperson may state that there are "thousands of jobs open" in a particular field. What is not mentioned, however, is that the jobs are located in a part of the country where many people do not want to relocate, or that the school's graduates do not qualify for such jobs.

Certain sales and enrollment practices are held to be deceptive and misleading per se. These include obtaining any form or document signed in blank by the student and any statement or action which tends to defeat the purpose of the affirmation period for correspondence courses.

SECTION 5

PAYMENT PROCEDURES

5.01 Nonduplication of Federal Benefits

There is a prohibition against concurrent payment of educational benefits when a person has eligibility under more than one law administered by the DVA and against concurrent payment of educational benefits and certain other Federal education programs. One exception is an eligible person under Chapter 35 may receive concurrent payment of benefits under the Restored Entitlement Program for Survivors (REPS). (See Section 1.08).

Concurrent Payment. An individual who is eligible for education or training under more than one law (i.e., Chapters 30, 31, 32, 34, 35, 106, and sections 901 and 903) must elect which benefit he or she will receive. A reelection may be made at any time, but an election between Chapters 32 and 34 is irrevocable once a check has been negotiated. (EXCEPTION: There is no prohibition to the nonconcurrent receipt of benefits under Chapter 34 and under Section 901, unless the veteran signed a specific waiver to Chapter 34 benefits while on active duty.)

Reservists Training Under Chapter 106. A reservist may not receive benefits concurrently under Chapter 106 and any other education program administered by the DVA. A reservist, however, may have dual eligibility under Chapter 106 and Chapter 30, if the Chapter 30 eligibility is based solely upon active duty service; however, the law prohibits the concurrent receipt of benefits under Chapter 30 and Chapter 106. If dual eligibility exists, the reservist must elect in writing which benefit he or she wishes to receive. The reservist may make a new election at any time, but may not elect more than once in any calendar month.

Senior Reserve Officers' Training Corps Scholarship Program. Educational assistance may not be provided to a reservist receiving financial assistance under 10 U.S.C. 2107 as a member of the Senior Reserve Officers' Training Corps scholarship program.

Federal Programs:

CHAPTER 35 - Payment of educational assistance allowance and special training allowance are prohibited to otherwise eligible persons for a program of education pursued while on active duty or for a specific course or courses which are paid for entirely or partly by the United States under the Government Employees' Training Act during any period that full salary is being paid him or her as an employee of the United States.

VETERANS/RESERVISTS - Payment of educational assistance allowance is prohibited to otherwise eligible veterans and reservists for a specific course or courses which are being paid for in whole or in part by the Armed Forces during any period he or she is on active duty (e.g., the law prohibits payment of tuition assistance and VA benefits for the same course or courses); or for a specific course or courses which are being paid for in whole or in part by the Department of Health and Human Services during any period that he or she is on active duty with the Public Health Service; or for any course(s) which is being paid for entirely or partly by the United States under the Government Employees' Training Act (GETA). Previously, no bar existed when training, paid for under GETA, was pursued during the employee's off-duty hours. Effective October 29, 1992, payment of educational assistance allowance is prohibited when any training is paid for under GETA, regardless when it is taken.

5.02 Limitations on Entitlement

A student may be entitled to VA educational assistance benefits under certain combinations of the various education programs. As noted above, however, a claimant cannot receive benefits under more than one chapter at any given time. Students with eligibility under more than one chapter should consult a VA counselor to determine which program will be most beneficial.

The maximum entitlement allowed under a combination of chapters is 48 months. An applicant who is receiving, or is entitled to receive, any other VA benefit based on his or her own or on another veteran's service should identify the benefit in his or her application. A student may not earn entitlement under Chapters 32 and 106 or Chapters 30 and 106 based upon the same period of active duty. The student must elect whether the period of active duty is to be credited to Chapter 30, 32 or 106.

5.03 Advance Payment

Advance Payment of educational assistance allowance is intended to help students meet school-related and other expenses which are concentrated at the beginning of a term. When a veteran, serviceperson, reservist, or other eligible person, enrolled at a half-time rate or more, initially enters training, or reenters training after an interval of 30 days or more, and the student is not eligible for an interval payment, he or she may elect in writing to be paid in advance for the first initial month or fraction thereof in which the term will begin plus the amount payable for the following month. Students should be aware that if they receive advance payments, for example, for September and October at the beginning of a fall term commencing in September, they will not receive their November benefit check until December 1. (NOTE: Advance Payment may not be made for veterans training under Section 901.) If the student has an existing overpayment in his or her VA account, part or all of the Advance Payment may be applied to liquidate that debt.

Eligibility Requirements. An Advance Payment will be made only if all of the following criteria are met:

(1) The student signs the Advance Payment Request in Block 16 of the Enrollment Certification. A separate document or sheet of paper requesting Advance Payment, signed and dated by the student and attached to the Enrollment Certification, is also acceptable.

(2) The institution has certified to VA that it agrees to receive and to process the Advance Payment.

(3) The Enrollment Certification must be for an enrollment period which begins at least 30 days after the end of the student's prior period of enrollment, and the student is not eligible for payment of benefits for that interval.

(4) The student must be enrolled for at least half-time training.

(5) The Enrollment Certification must be received in VA at least 30 days and not more than 120 days before the beginning of the term.

When these criteria are met, an Advance Payment will be sent to the educational institution for the student. VA will send an award letter directly to the student that advises him or her that an Advance Payment will be sent to the school. The school certifying official should advise students requesting Advance Payment of any special procedures which may have been established by the school for the distribution of Advance Payment checks. Generally, the check should be given to the student when he or she registers (or not more than 30 days before the beginning of school if registration is earlier).

Servicepersons. A serviceperson is eligible and may be certified for Advance Payment if he or she is attending half-time or more. The payment will be equal to the amount charged the student for tuition and fees for the course or courses or the established maximum for full-time, three-quarter time, or half-time training, whichever is less. The established monthly maximums are shown in Appendix C.

Certification of Delivery of Advance Payment and Enrollment. When an Advance Payment check is given to the student, Form 22-1999V must be completed by the school official and immediately returned to the DVA regional office. This form is mailed to the school in a separate envelope from the check and contains preprinted enrollment information. In the event that the school has not yet received the COD form, the certifying official may use instead a Form 22-1999B, Notice of Change in Student Status - Institutional Courses Only. The Remarks section of this alternate form should be annotated: "In lieu of certification of delivery - no change in enrollment and A/P check delivered" or "In lieu of certification of delivery - A/P check delivered." No further payments will be issued to those students pursuing non-college degree programs or to those under Chapter 30 until this certification is received in DVA. Those students under Chapters 32, 34, and 35 will continue to receive checks, and the DVA regional office is required to follow-up in writing or by telephone to confirm enrollment.

If a student originally scheduled his or her enrollment to be at a half-time rate or greater and was certified for Advance Payment but has registered only for courses that will constitute less than half-time when he or she reports to pick up the Advance Payment check, the student should be informed that he or she is not entitled to the Advance Payment, and the check should be returned to the Treasury. A report of the student's change in enrollment should then be submitted to the DVA regional office on Form 22-1999B, with a comment entered in the Remarks section of the form noting that the Advance Payment check was returned (because the student did not begin attendance for the term, enrolled for less than half-time, etc.).

Any changes in enrollment from what is shown on the preprinted Form 22-1999V should be clearly annotated. Since this form provides no file copy for the institution or the student, the certifying official may wish to make copies of the form before submitting it to the DVA regional office. It is recommended that one copy of the form, signed by the student to attest to the receipt of the Advance Payment check, be retained in school files. A copy may also be given to the student, if desired.

NOTE: If an advance payment request was submitted, and the check is not received at the educational institution within the first ten class days, then more than likely for some reason payment will be made on the regular pay cycle basis instead. Inquiry should be made to the local DVA office, however, to ensure there are no other problems needing resolution on the student's case.

Any Advance Payment check that has not been claimed by the student 30 days after the beginning of the term must be returned to the Treasury. Likewise, all Forms 22-1999V should be submitted to DVA within 30 days after the beginning of the term or other enrollment period.

Envelopes containing the 22-1999V cards should be clearly marked in bold letters, "Forms 22-1999V," and addressed to the regional office in the same manner as the other certifications submitted. The forms which show enrollment changes will be used by VA to make necessary adjustments to the student's benefit payments. No further notification (e.g., Form 22-1999b) is required unless another enrollment change occurs after the COD form is returned to VA.

5.04 Method of Payment to Students

Students not participating in Advance Payment will receive their monthly benefits (including the first payment for each enrollment or reenrollment) on or after the first of the month following the month for which payment is due. This system of payment is called "post-payment."

Enrollment Certifications for students not participating in the Advance Payment procedures must be confirmed. An Enrollment Certification is considered "confirmed" if it is signed and dated by the certifying official on or after the beginning date of the enrollment period being certified.

Confirmation of any initial enrollment and of any reenrollment will be required unless there will be less than a full calendar month break between terms or other subsequent enrollment periods. Preregistered or continuing student enrollments may be certified to VA for those students enrolled in the current term and preregistered for the next term, with no calendar month between terms. These continuing students may be certified for the subsequent term as soon as they are registered or preregistered for the subsequent term. However, this may not be done for servicepersons or for those students enrolled at less than half-time.

Depending upon which VA education benefit program a student is under, as well as the type of program of education being pursued, the method of payment may vary.

Chapters 32, 35, 106, Sections 901 and 903: Payments for those pursuing a program of education leading to a standard college degree at half-time or greater training time are released the first of the month following the month for which payment is due. For example, the monthly benefit due for October is released the first of November. No certification or verification of attendance or pursuit is required prior to release of payments. Those pursuing non-college degree programs, whether at a vocational technical school or at an institution of higher learning, are sent a certification of attendance form at the end of the month for which payment is due. This form must be signed by the student and returned to VA before payments are released.

Chapter 30: For those students under Chapter 30 and pursuing a program of education leading to a standard college degree or higher, a verification of enrollment form is sent to them at the end of the month for which payment is due. The student must complete, sign, and return this form to the appropriate VA regional processing office before payment is released. The school does not also have to sign the form for these students.

5.05 Lump-Sum Payments

Except for eligible reservists under Chapter 106, a veteran or other eligible person enrolled for less than half-time will receive a lump sum payment after certification that training has begun. Payment for an individual enrolled for less than half-time will be computed on established charges for tuition and fees which the institution requires similarly circumstanced nonveterans to pay. These charges do not include the cost of books and supplies, which the student is required to purchase at his or her own expense.

Maximum rates of payment are established for training at less than half-time but more than quarter-time, and for quarter-time or less. The student receives reimbursement of the actual charges for tuition and fees or the established maximum, whichever is less. (NOTE: Chapter 32 and Section 903 eligibles have separate training time rates established based on their contribution records and are paid at those rates rather than reimbursement of tuition and fees. Chapter 32 trainees pursuing high school courses do receive lump-sum payments.) If a lump-sum payment cannot be made at the beginning of the term, as when the enrollment period exceeds five months, the student will receive a monthly payment which is arrived at by prorating established charges over each enrollment period, or the maximum monthly rate, whichever is less.

Veterans and servicepersons training under Chapter 30 are issued lump-sum payments for less than one-half time training. Persons training one-half time or more receive monthly checks based upon the prorated monthly rate of payment and training time pursued.

5.06 Additional Allowance for Dependents (Chapter 30, 31 and 34)

The monthly amount of a veteran's educational assistance payment is based in part on the number of his or her established dependents, when he or she is training at a half-time rate or more. Certain veterans training under Chapter 30 are paid one-half of the Chapter 34 monthly rate applicable to their training time and number of dependents over and above their Chapter 30 monthly rate.

A veteran may claim allowances for his or her spouse, natural children, adopted children, stepchildren, and dependent parents. If a husband and wife are both eligible veterans, each may claim the other as a dependent in addition to each claiming their children as dependents. Form 21-686c, Declaration of Status of Dependents, is used to claim dependents.

Veterans must submit documentary proof to establish the relationship of the individuals they claim as their dependents. (See Section 3.02 regarding supporting evidence.)

If a child is permanently handicapped because of accident or injury and as a result is incapable of self-support prior to reaching the age of 18, a veteran may receive benefits for that child beyond the child's 18th birthday. The veteran must submit medical evidence to the DVA regional office of his or her child's condition, in order to establish the child as a dependent after age 18. Questions concerning this benefit should be referred to the DVA regional office.

If a veteran contributes to the support of his or her parent(s) because the parent(s) has insufficient resources to meet living expenses, the veteran may be entitled to an additional dependency allowance. He or she should contact the DVA regional office for forms and information.

Under certain conditions veterans will be requested to confirm their dependency status. A veteran who has received increased educational assistance benefits for his or her dependents will be required to confirm his or her current dependency status before increased benefits are authorized for a new period of enrollment if there has been more than one year since the veteran's reentrance into training and DVA has not received a statement of the veteran's dependency status during a one-year period preceding receipt of the claim for resumption of benefit payments. A veteran's statement certifying his or her current marital status and providing the first names of his or her dependents is sufficient evidence to confirm the continuing dependency of those persons previously established as the veteran's dependents and supported by acceptable documentary proof of relationship. Form 22-1995, Request for Change of Program or Place of Training, (Chapter 34), requests this information from veterans who are changing programs or places of training at the time they apply for benefit payments. Form 21-686c, Declaration of Status of Dependents, may also be used.

5.07 Overpayment of Educational Assistance

Benefit payments will be authorized to a student based on the information provided by certifying officials in the initial Enrollment Certification for a scheduled period of attendance. Changes in the student's enrollment that occur after the Enrollment Certification is submitted may increase or decrease his or her entitlement to monetary benefits.

If a student makes certain enrollment changes such as failing to commence attendance after receiving an Advance Payment, withdrawing from one or more courses, completing a course and receiving a grade that is not considered when determining progress toward fulfillment of graduation requirements (i.e., a nonpunitive grade), etc., he or she may receive one or more benefit checks in amounts that exceed his or her actual entitlement. When this occurs, the DVA will make a retroactive adjustment to the student's award and the student will be charged with a debt to the U.S. Government.

Legitimate debts that are the result of benefit overpayment should be paid in full by the student within 30 days after the DVA sends notification of the debt to the student. If the debt is not repaid promptly, the debtor will be charged interest and administrative collection costs on the outstanding indebtedness.

If the cause of an overpayment was an improperly completed Enrollment Certification or a late report of a change in a student's enrollment, the institution may be charged by DVA with liability for the occurrence of the overpayment.

Certifying officials should be aware of debt prevention measures and their responsibilities for informing students about the consequences of not keeping both the school and DVA informed of changes in their status. (See Section 4.09 on Debt Prevention)

Whenever an overpayment results in a student's account, DVA may take the following actions:

1. Add interest charges and collection fees to the debt
2. Withhold future benefits and apply them to the debt
3. Turn the debt over to a private collection agency
4. File suit in federal court to collect the debt
5. Withhold approval of the veteran's DVA home loan guarantee
6. Collect the debt from the student's federal income tax refund

Some student actions that may result in an overpayment of DVA benefits:

1. Withdrawing from a course. The student will have to establish that he or she withdrew for a reason that was beyond his or her control. Otherwise, a retroactive overpayment may result.

2. Receiving a grade which does not count toward the graduation requirements. The student will have to establish that he or she received the grade due to circumstances beyond his or her control. Otherwise, a retroactive overpayment may result.

3. Failure to have an Incomplete grade changed to a grade which counts toward graduation requirements.

5.08 Continuous Enrollment and Interval Payment

DVA may pay educational assistance continuously during the intervals between certified terms without a specific request from the student. Continuous payment will be made whenever possible. However, DVA will not authorize interval payment in the following instances:

(1) An interval between terms if the student is attending less than half-time or is on active duty.

(2) An interval between scheduled terms at the same institution which spans a full calendar month or more.

(3) An interval of more than 30 days between consecutive terms when the student transfers to another institution.

(4) An interval, regardless of length, preceding a change of program when the student also changes institutions.

(5) An interval which is specifically designated by an institution as an interval between the end of one academic or school year and the beginning of the next, if the institution operates on other than a term, quarter, or semester basis.

(6) An interval between terms for which the student, prior to authorization of payments or prior to check negotiation, requests that no benefits be paid for the interval. Certifying officials should indicate the student's request on the Enrollment Certification.

(7) An interval during which a student's entitlement will be exhausted and it is to the student's advantage not to receive benefits for the interval.

(8) An interval following the student's withdrawal from all courses in the preceding term.

5.09 Measurement of Pursuit - Undergraduate Study

Fourteen credit hours, or the equivalent, is the basis on which full-time attendance is measured. Either 13 or 12 credit hours are permitted as a standard for full-time attendance in cases where the institution certifies to the state approving agency that under the institution's own standards fewer than 14 hours are considered as full-time enrollment for tuition charges or for other administrative purposes. The minimum requirement for full-time attendance in any undergraduate program is 12 hours for a standard quarter of 10 to 13 weeks or a standard semester of 15 to 19 weeks. Generally, however, full-time benefits may not be awarded unless the student is attending at least 12 standard class sessions per week, regardless of the student's credit hours of enrollment. (See Glossary for definition of "standard class sessions.")

NOTE: Effective July 1, 1993, schools are no longer required to report standard class sessions. Computation of training time for enrollments in undergraduate standard college degrees will be based upon the number of credit hours pursued.

When institutions operate on a standard quarter or semester system requiring 12 credit hours for full-time, 6 to 8 hours are half-time, and 9 to 11 hours are three-quarter time. Noncredit courses which are necessary to correct an academic deficiency may be counted toward the minimum number of hours required for payment of full-time educational assistance, provided the institution considers these courses to be offered in quarter or semester hours for other administrative purposes. These courses must also be approved by the state approving agency.

When a term is not a standard semester or a standard quarter, VA will adjust the credit hours before determining training time. The credit hours are converted to what VA calls "equivalent" credit hours. This conversion is based on the number of weeks in the term multiplied by a factor. The resulting figure is compared with the number of standard class sessions, and training time assigned for VA purposes based on the lesser.

For example, to determine the number of whole weeks in a nonstandard term, VA counts the number of days from the beginning to the end of the term as certified by the school, subtracting any vacation period of seven or more days, and dividing the above result by seven (7). A remainder of four days or more is considered a whole week, and remainders of three days or less are discarded. The number of credits assigned by the school to be earned during this nonstandard term are then multiplied by 18, if credit is granted in semester hours, or by 12, if credit is granted in quarter hours. This product is divided by the number of whole weeks in the term as determined above, and any fractions are dropped, with the resulting figure being the number of equivalent credit hours for VA purposes. If the number of standard class sessions equals or exceeds the number of equivalent credit hours, training time is based on the number of equivalent credit hours. If the number of standard class sessions is less than the number of equivalent credit hours, training time is based on the number of standard class sessions. If standard class sessions vary from week to week throughout the term, the training time may also vary throughout the term.

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EXAMPLE: A student is taking a 4 semester-hour course which lasts 8 weeks. The equivalent credit hours are: 4 X 18/8 = 9. If there are nine or more standard class sessions per week, the training will be three-quarter time based on the equivalent credit hours of 9. However, if there are, for example, eight standard class sessions, the training would be half-time based on eight standard class sessions.

NOTE: Effective July 1, 1993, payment will be based only on the number of equivalent credit hours.

5.10 Measurement of Pursuit - Graduate Study

For graduate and professional students attending accredited institutions, the rate of educational assistance will be based on the certifying official's statement of training time according to established policies of the institution. The institution must be able to verify that the graduate or professional student is in continuous pursuit of his or her objective during the period for which he or she is being certified. If the veteran, serviceperson, or eligible person is taking both graduate and undergraduate courses, the institution will give the undergraduate credit-hour equivalent of the graduate work so that VA can combine this figure with the number of undergraduate credits to determine the rate of pursuit.

EXAMPLE: A graduate student is enrolled in four credits at the graduate level and four credits at the undergraduate level. The school certifies that the four graduate level credits are the equivalent of six undergraduate credits. Therefore, the training time will be based on the total of ten credits. This would normally be three-quarter time.

NOTE: Effective July 1, 1993, the training time for an individual in a graduate program and concurrently enrolled in an undergraduate course will be based on the total number of credit hours or the training time certified by the IHL, whichever is greater.

5.11 Incarcerated Students

The law imposes restrictions on educational assistance payments to claimants incarcerated in a federal, state, or local penal institution as the result of their convictions for felony offenses.

While incarcerated, these students may not receive more than the cost of their tuition, fees, books, equipment, and supplies, if they are training at a half-time rate or more. As is the case with all other claimants, only the cost of tuition and fees (with no additional payment for books, equipment and supplies) is payable for less than half-time training. In addition, the amount of educational assistance payable must be reduced to the extent that any portion of the student's tuition and fees are paid by any other federal, state, or local assistance program.

If an institution provides training opportunities for incarcerated students, either at the correctional facility or on a campus location, the certifying official should contact the VA regional office for instructions regarding the preparation of Enrollment Certifications for these students.

SECTION 6

THE CERTIFICATION PROCESS

COMPLETION OF THE ENROLLMENT CERTIFICATION

6.01 General

The certifying official will generally be certifying the student's entry into training by completing an Enrollment Certification, Form 22-1999. Certifying officials should note all of the certifications listed on the reverse side of the form. Entitlement to benefits administered by DVA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school's or training facility's certifying official and received by DVA. In limited instances involving VAI (Veterans Assistance Inquiries) or special hardship cases, a verbal certification by the certifying official may be accepted. Written confirmation, however, should follow. If an Advance Payment is delivered to the student, a Form 22-1999v, Certification of Delivery of Advance Payment and Enrollment, must also be submitted within 30 days after the student begins training. It is recommended that the certifying official make a copy of any Form 22-1999v completed as evidence of having submitted that certification.

Supplies of Form 22-1999 are distributed to all institutional certifying officials by the DVA regional office. Before the beginning of the fall and spring enrollment periods, institutions of higher learning are sent computer-generated enrollment forms, Form 22-1999-1, for each DVA student under Chapter 34 or 35 who was enrolled for the previous period, has not completed his or her program, has not exhausted his or her entitlement, and is still within his or her period of eligibility for educational assistance benefits. It may be that no form will be produced for a student who withdraws before the end of the previously certified period of enrollment, and no form will be produced for the spring enrollment period if that period was certified together with the fall enrollment.

Forms 22-1999-1 are produced as a carbon set the same as Forms 22-1999. They should be used when the student under Chapter 34 or 35 reenrolls for the term, quarter, or semester specified on the form. Any change in the student's address may be shown on the form. To the extent possible, these certifications should be accumulated and submitted at the same time. This will help to save administrative costs for the institution and will facilitate the preparation of awards at the DVA regional office. If for some reason the Form 22-1999-1 is not received for a Chapter 34 or 35 student, or cannot be used, Form 22-1999 should be used instead to certify reenrollment. Instructions for completion of the forms are included with the distribution of the forms.

The certifying official should not submit both Form 22-1999 and Form 22-1999-1 for the same student for the same enrollment period. Changes to data previously certified on Form 22-1999-1 should be submitted on Form 22-1999b or on Form 22-1999v for advance payment cases.

6.02 File Numbers

With few exceptions (such as for those eligible for Vocational Rehabilitation - Chapter 31 and Chapter 35 dependents), a student's Social Security number is assigned as the DVA file number. When an eligible student is enrolling for the first time at an educational institution, every effort should be made to obtain the proper DVA file number. The number may be copied from a DVA document, if the student has one in his or her possession. Do not assume the DVA file number is the Social Security number. The file number is listed on the individual's benefit check, the 22-1999v card, award letters, and may also be found by checking the computer-generated pay listing supplied to IHL's. If the student's file number is not known, do not place the Social Security number in the block on the form reserved for the file number.

The DVA receives many documents with incorrect file numbers each year. This causes delays in processing claims. It is better to provide as much identifying information as possible, such as date of birth, active duty dates, branch of service, service serial number, and Social Security number than to show an incorrect file number when reports or forms are sent to the DVA regional office.

The DVA assigns a prefix of "C" or "CSS" to a veteran's, serviceperson's, or reservist's DVA file number. After a veteran is deceased, the prefix is changed to "XC" or "XSS." A dependent of a veteran (under Chapter 35) is assigned the veteran's file number with a suffix added. The spouse or surviving spouse of the veteran will have a suffix of "W" added to the veteran's file number (e.g., CSS 123-45-6789-W). A child of the veteran, however, will have an alpha suffix added beginning with "A" for the veteran's first child to apply for Chapter 35, "B" for the second, etc. (e.g., CSS 123-45-6789-A). If the file number is not known for a dependent, identifying information for the veteran should be included with the documents submitted to the DVA regional office (e.g., the veteran's name, Social Security number, dates of service, branch of service, etc.). This additional information will assist the DVA in processing the dependent's claim.

6.03 Addresses

It is vital that the student's proper address be shown on an Enrollment Certification. The address shown on this certification will be considered as the student's most current address, and checks will be mailed to this address. If the student is using an institution's address to receive checks, the institution's name and address should be shown in Block 4A of the Form 22-1999.

The law prohibits assignment of educational assistance checks. The DVA will not mail checks to an institution's address unless the institution has certified that it has no Power of Attorney to negotiate DVA checks or otherwise has no direct or indirect access to the proceeds of such checks except by direct payment from the eligible person.

When a student wishes to have his or her checks mailed to an institution, the student's home address should be entered in Block 22, "Remarks" of the Form 22-1999. This is necessary in the event DVA needs to contact the student directly.

If other than an Enrollment Certification is submitted to DVA and there is a change in the student's home address, a separate Form 572 should be attached for the change of address.

6.04 Name of Program

The complete name of the program for which a student is currently enrolled must be shown on all Enrollment Certifications. Benefits will not be authorized without this information. Not all programs of education are payable under the various programs administered by DVA. Therefore, it is essential that the certifying official be aware of the DVA program under which the student may qualify.

If the student is pursuing either a graduate or undergraduate program, the name of the degree or certificate program must be shown. If the student has selected a major field of study, that field must also be shown, e.g., bachelor's degree in engineering. (Generally, a student will select a major field of study by the time half of the program is completed.) If either the school or the student indicates that the major field has not been selected, the name of the general degree program will normally be sufficient for the first two school years. However, in subsequent school years, the major field should be shown.

Institutions may encounter difficulty in certifying "special students" before they are reclassified as "regular students." The certifying official should enter the specific degree program for which a nonmatriculated student is in the process of completing formal admission requirements. For newly enrolled undergraduate students, entry of "Associate's Degree" or "Bachelor's Degree" is acceptable. The Enrollment Certification, however, should not exceed two full-time terms, quarters, or semesters.

The certifying official should check one block under the "Type of Training" (item 7) item on any Enrollment Certification submitted.

If the student changes his or her program, the certifying official must notify VA promptly of the change. This may be done by submitting an Enrollment Certification that specifies the student's new program and shows the credit which has been allowed by the institution toward the student's new objective for prior training, not only for credit for training at the present institution but also elsewhere. Based on the certifying official's report of credit allowed for prior training and on other information contained in the student's VA records, the VA regional office will make a determination regarding whether a material loss of credit or extension of training time has occurred requiring that the student be charged by VA with a change of program.

NOTE: A student must file Form 22-1995 or Form 22-5495 (Chapter 35) to apply for a change of program.

6.05 Credit Allowed for Previous Training or Experience

An Enrollment Certification submitted for a veteran, reservist, serviceperson, or eligible person initially enrolling in a school or training facility, or initiating pursuit of a program of education or training different from that previously pursued, must reflect the amount of credit allowed for previous education, training, or experience, including military training and experience. "Credit for prior training" is that which applies to the program of education currently being pursued and which shortens the program accordingly.

The amount of credit allowed, if any, should be shown in terms of the basic components of the current course or curriculum. For example, if the course is approved for operation on a semester-hour basis, credit for prior training should be shown in terms of semester hours; if operation is on other than a credit-hour basis, credit allowed should be certified in clock hours, lessons, or other appropriate divisions reflecting the amount by which course length is reduced.

If an official evaluation of transcripts has not been completed at the time the first enrollment certification is submitted for an undergraduate student, the notation "Pending" should be shown in item 9, Credit for Previous Civilian or Military Training and Experience, on the Enrollment Certification. In such cases, the enrollment period certified in item 10, Enrollment Effective Dates, should not exceed two quarters or semesters or a calendar period of 24 weeks if the student is enrolled in terms which are other than standard quarters or semesters. The Enrollment Certification for any subsequent term(s) must include a report of credit allowed for previous training and experience.

Enrollment certifications for students enrolled in "open-ended" and "transfer" programs must indicate that fact and provide the specific title of the SAA-approved program. Certifying officials at institutions offering these programs should inform veterans and other eligible persons of the certification which must be obtained from the institution which will award the students' degrees before DVA benefits can be authorized for the student's enrollment. If possible, the required certification from the degree-granting institution should be obtained before submission of an Enrollment Certification so that it can be attached to Form 22-1999 when it is submitted to DVA. This procedure will greatly expedite a determination regarding the student's eligibility for monetary benefits. If an Enrollment Certification for a student enrolled in an approved "open-ended" or "transfer" program is received without the required certification from the degree-granting institution, monetary benefits to the student will be delayed until DVA has written to the student advising him or her of the additional evidence which must be received before eligibility to benefits can be determined.

Whenever "Pending" is indicated for the evaluation of credit allowed for previous education and training, DVA must review the claims folder of degree-seeking students who transfer from one institution to another to ascertain whether the student has changed his or her program. (See section 8.03 on Change of Program.) An evaluation of previous education and training is also reviewed whenever a student changes programs. Some situations will require DVA to make an initial, rebuttable determination that a change of program has occurred because of a probable material loss of credit in conjunction with the student's transfer. (For purpose of this initial determination, it must be presumed that none of the credits earned by a student who did not matriculate at the previous institution he or she attended will be accepted by the new institution.) In such cases, a student will be notified that he or she has been charged with a change of program. If this will represent a second or subsequent change of program, no monetary benefits will be authorized until DVA has obtained additional information from the student to establish his or her continued eligibility.

6.06 Enrollment Periods to Be Certified

A school operating on a standard semester- or quarter-hour basis may certify semesters or quarters including a summer term, not to exceed 12 months on any one Enrollment Certification form, with some exceptions such as for servicepersons and for those training at less than half-time. If a school offers training on a nonstandard term basis, or if there are nonstandard formats or terms within standard terms, the beginning and ending dates of each term must be shown separately from the standard semester or quarter. For programs which may be operated on a year-round basis, as opposed to a term, quarter, or semester basis, the school may certify the student for the entire length of the program.

Some other exceptions to the above are Enrollment Certifications for other than an Advance Payment which should not include any future term that is preceded by a full calendar month break. A Fall term preceded by less than a full calendar month break may not be included on any Enrollment Certification unless the student is registered or preregistered for fall and the student's summer term has actually begun. For a serviceperson or a veteran training less than half-time, each semester, quarter, or term must be individually shown on the Enrollment Certification. The school must include the beginning and ending dates, credit hours, standard class sessions (if not a standard length term or less than the number of credit hours), and total charges for each separate term. Separate certification of each term is necessary for VA to properly compute the training time for each term. Since servicepersons and veterans training less than half-time are not entitled to interval payment, only confirmed enrollments for these students may be accepted. An exception is made for requests for Advance Payment from servicepersons which may be submitted before the beginning of the term.

When a student is certified for a nonstandard length term or session, the exact number of credit hours and standard class sessions for which the student is enrolled must be shown, as well as the exact beginning and ending dates for each term or session. For example, during a summer term consisting of two sessions, each session must be shown separately with the number of credit hours being pursued during each and the standard class sessions for each shown separately. If a course consists of laboratory or workshop instruction, the standard class sessions for those portions of the course must be shown separately. For example, a chemistry class consists of 3 credit hours academic instruction and 1 credit hour laboratory. On the Enrollment Certification, the 3 credits must be shown separately with the standard class sessions for it, such as 3 standard class sessions; and the 1 credit hour laboratory must be indicated as such along with the number of standard class sessions for it. For laboratory instruction, for each two hours of laboratory or two 50-minute periods, one standard class session may be certified. For workshop instruction, three 50-minute periods of workshop (150 minutes) will equate to one standard class session.

The exact beginning and ending dates (month, day, year) of the enrollment period(s) certified must be shown for each relevant category of instruction, e.g., "Residence Instruction - Independent Study."

If a student is pursuing an IHL course, other than by independent study, the school should report the date classes begin or, (if not more than 14 days prior to the beginning of classes), the beginning date of the registration period or the date the student was required to report in advance of registration as well as the ending date of the period.

If pursuit is by independent study, the school should certify the dates of the maximum period for course completion. When the student completes the course, the school should advise VA of the new ending period.

With all non-IHL programs, the school should enter the exact date on which the student first attends and the exact date on which he or she will last attend; i.e., the first day of actual classroom attendance and the last day of actual classroom attendance are to be reported. The certification should also show the dates of any interval which is officially designated as a break between school years, since payment for such intervals is generally precluded.

If the student is pursuing a cooperative program, the school should indicate the various cycles of training as "classroom" or "on-the-job."

If remedial course hours are certified, the school must list each such course(s) by course name and catalog number in the remarks section of the certification document. If supplemental courses are designated as deficiency, a statement to that effect in the remarks section will suffice.

A distinct entry should be made for each separate period/cycle certified. If a student is certified for two semesters during which time he or she will earn nine credits per term, the school should enter "9" and not the total credits for both terms. Future changes to credit-hour loads, if known, must also be shown.

If a noncollege degree program is approved for measurement on a credit-hour basis, the school may be required by DVA to show both the number of credit hours and the equivalent total number of clock hours. If required by DVA, the clock hours must be reported by type of instruction, i.e., academic, laboratory, or workshop. For example, at some schools approved for measuring noncollege degree programs on a credit-hour basis, even though 12 credits might normally be regarded as full-time, in no event will such courses qualify for full-time DVA monetary benefits when less than 22 hours per week of attendance are required.

In addition to reporting the number of credit hours, all IHL's must also report standard class sessions in Item 11B of the Enrollment Certification, if the term certified is not a standard semester or quarter or if the certified term has less standard class sessions per week than credit hours. (See Glossary for definition of "standard class sessions".)

In all cases in which an undergraduate student is required to attend fewer standard class sessions each week than the number of credit hours or equivalent credit hours for which he or she is enrolled, the certifying official must report the weekly standard class sessions in addition to the credit hours of enrollment. The DVA will authorize benefit payments based on the training time warranted by the number of standard class sessions of attendance per week or by the credit hours pursued, depending on which measurement indicates a lower training time.

NOTE: Students cannot choose to be paid for fewer hours than actually enrolled, in order to conserve entitlement.

For programs not leading to a standard college degree which DVA does not measure on a credit hour basis, the specific days of required attendance each week and the clock hours of enrollment must be shown on the Form 22-1999.

For study under most programs administered by DVA, the tuition and fees must be entered separately for each term for all servicepersons, and all other persons attending school on less than a half-time basis, and for all students pursuing independent study. (For Chapter 32, tuition and fees are not necessary.) In reporting tuition and fees, the cost of books, supplies, and other incidentals are not to be included.

6.07 Fall Enrollment

Fall enrollments must be confirmed if there is a full calendar month break between summer and fall terms, unless an advance payment is requested. If a student has less than a full calendar month break between the summer and fall terms, the certifying official may certify the student's fall enrollment after the beginning of the student's summer term, but only after the student is actually registered or preregistered for the fall term. This same procedure should be followed for the "first" term whenever a school's academic year does not begin in the fall. If a student has a full calendar month break between summer sessions, the fall enrollment certification may be submitted no earlier than the beginning of the summer session which follows the full calendar break.

6.08 Training Time for Graduate or Advanced Professional Courses

An entry is required in Item 14 of the Enrollment Certification only for veterans or eligible persons pursuing a graduate degree or postdoctoral certificate program. For such students attending accredited institutions, the rate of educational assistance will be based on the certifying official's statement of training time according to established policies of the institution. The institution must be able to verify that the graduate or professional student is in continuous pursuit of his or her objective during the period for which he or she has been certified. If the veteran, serviceperson, or eligible person is taking both graduate and undergraduate courses, the institution will give the credit-hour equivalent of the graduate courses so the DVA can combine the credits to determine the rate of pursuit.

Institutions, such as nonaccredited law schools, must report both the clock hours and credit hours pursued.

NOTE: Students cannot choose to be paid for fewer hours than actually enrolled, in order to conserve entitlement.

For programs not leading to a standard college degree which VA does not measure on a credit hour basis, the specific days of required attendance each week and the clock hours of enrollment must be shown on the Form 22-1999.

For study under most programs administered by VA, the tuition and fees must be entered separately for each term for all servicepersons, and all other persons attending school on less than a half-time basis. (For Chapter 32, tuition and fees are not necessary.) In reporting tuition and fees, the cost of books, supplies, and other incidentals are not to be included.

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Fall enrollments must be confirmed if there is a full calendar month break between summer and fall terms, unless an advance payment is requested. If a student has less than a full calendar month break between the summer and fall terms, the certifying official may certify the student's fall enrollment after the beginning of the student's summer term, but only after the student is actually registered or preregistered for the fall term. This same procedure should be followed for the "first" term whenever a school's academic year does not begin in the fall. If a student has a full calendar month break between summer sessions, the fall enrollment certification may be submitted no earlier than the beginning of the summer session which follows the full calendar break.

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Institutions such as nonaccredited law schools, must report both the clock hours and credit hours pursued.

SECTION 7

CHANGES IN ENROLLMENT STATUS

7.01 Timely Reporting of Changes in Enrollment

After a student's enrollment has been properly certified to the DVA regional office of jurisdiction, the certifying official has the responsibility for timely submission of additional reports when the student modifies his or her enrollment by changing the credit (or clock) hours of enrollment, changes to another program objective, terminates training prior to the end of the certified period, etc. These changes made by the student, or actions by the institution to terminate the student's enrollment (e.g., academic suspension or dismissal), should be reported promptly by the certifying official to the DVA regional office on Form 22-1999b.

DVA considers a notice of change in student status timely filed if it is received by the regional office no later than 30 days after the change occurs.

Certifying officials should keep in mind that they may telephone notices of reductions and terminations to the DVA regional office. The time saved, particularly during the last half of the month, improves the likelihood that award actions can be taken in time to prevent or minimize overpayments. Implementing procedures to telephone notices of reductions and terminations permits DVA to take award actions sooner than if the notifications are mailed. If notices of change in student status are telephoned to DVA, the completed Form 22-1999b should still be mailed into DVA as verification.

7.02 Terminations and Reductions of Training Time

The certifying official is responsible for reporting changes in the hours of enrollment and the interruption of enrollment by any student certified to DVA.

If a student certified as half-time or more for consecutive terms fails to enroll for a succeeding term within the period previously certified, the termination date for benefits will be the last day of class attendance in the previous term.

If a student has been certified for half-time or greater training and reduces his or her training to less than half-time, the certifying official must show on Form 22-1999b the amount paid for tuition and fees for the student's remaining course(s) during the term in which the adjustment occurs. The beginning and ending dates of the term must be reported. In such cases, a new award will be authorized by VA and a new award letter will be issued to show the amount of the monthly payment, the period of enrollment, the corrected amount of remaining entitlement and the amount of overpayment, if any. The student's benefits will be interrupted at the end of the term in which the adjustment to less than half-time occurs.

NOTE: For students pursuing non-college degree programs, the certifying official should also report the last date through which credit was accrued and prior to December 18, 1989, dates of absences.

7.03 Date of Last Attendance

VA will accept as satisfactory the last date of pursuit reported by an accredited institution which has filed a statement of the institution's policy on determination of academic progress toward graduation, and a statement that the institution has informed students they are required to report to the institution immediately upon withdrawal or dropping from courses. These steps enable institutions to establish the official withdrawal or drop date required to be reported to VA and provide a good faith basis for establishing a definite date of last attendance. This will not relieve an institution of its responsibility to report the changes promptly, if a student fails to withdraw officially and continues to receive benefits following termination of pursuit.

The certifying official may determine the last date of pursuit in a number of ways. For institutions that do not take attendance or for programs of education leading to a standard college degree, the certifying official may use any of the following methods of determining the last date of pursuit:

(1) The last activity date reflected in the instructor's record;

(2) The last date papers were submitted;

(3) The last date an examination was completed;

(4) The date shown on the student's "drop form"; or

(5) The student's reasonable statement of last date of attendance.

VA personnel will be checking whatever institution records are available to determine last date of pursuit at the time a VA compliance survey is conducted.

7.04 Institutional Liability

The reporting of changes in enrollment is a twofold responsibility involving the student and the institution. At the time the certifying official certifies a student's enrollment to the DVA, the student should be informed how to report any changes in his or her enrollment. Although the student is responsible for reporting changes in his or her enrollment to the certifying official and to the DVA, the institution's certifying official is responsible for making timely reports of changes in enrollment even if the student fails to inform the certifying official of a change.

The certifying official is responsible for submitting information regarding (1) changes in hours of credit or enrollment, (2) unsatisfactory progress or conduct, and/or (3) interruption and termination of attendance of each veteran, serviceperson, reservist, or eligible person. These events must be reported (and received by the DVA) no later than 30 days after the occurrence.

If the institution specifies a limited drop/add period (see definition in Glossary) at the beginning of a term, the 30-day reporting period may be figured from the last day of the drop/add period. If an institution uses different dates for adding and/or dropping courses, the later date is used to begin the 30-day reporting period. However, if an institution provides a drop/add period longer than 30 days, the allowable reporting period may not exceed a maximum of 60 days after the beginning of the term for changes that occur during the first 30 days of the term.

Institutions may not be held liable for an overpayment of DVA benefits to a student except in the case of willful or negligent failure to report changes, or false certification of enrollment or date of withdrawal. DVA acknowledges that occasional clerical errors do not constitute a false certification. In any event, the amount of overpayments which might be collected from an institution after finding of school liability is reimbursed to the institution if the overpayments are later collected from other sources.

Such reimbursement will be made annually when recalculation of an institution's liability reveals that the combined collections from the institution and from students exceed the total amount of the institution's liability.

Institutional liability will not be assessed in instances of overpayments due to issuance of an Advance Payment at the beginning of an enrollment period when a valid Enrollment Certification was submitted and the student had been properly enrolled.

7.05 Repeat Courses

The payment of DVA educational assistance allowance may not be made for any course that is not computed in the graduation requirements of the school, unless there are mitigating circumstances. Whenever a punitive grade is either removed from a student's transcript or is no longer computed in his or her grade point average, that grade is considered a nonpunitive grade. At some schools, failing or other punitive grades are either removed from the student's transcript completely or the initial punitive grade is no longer considered in the student's grade point average, if the course is repeated successfully at a later date. In such cases, the punitive grade is no longer considered in computing the student's graduation requirements and has been converted to a nonpunitive grade.

In those instances where it is the established published policy of an educational institution to replace a prior punitive grade with a creditable passing grade following successful repetition of a course, if otherwise in order, that fact alone shall constitute acceptable mitigating circumstances, and no overpayment shall be created based upon the assignment of the nonpunitive grade. This applies only to courses required for graduation which a student failed and to required courses which a student may have passed but did not achieve a minimum acceptable grade (e.g., in some programs students must earn a grade of "C" or better in all courses in their major.)

Payment of educational assistance may be authorized, if repetition of the course is specifically required by the institution for attainment of the student's approved program objective, and if overall satisfactory progress standards are met. There is no limit on the number of times an eligible person may repeat a course for which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive. However, the school must report the student's unsatisfactory progress at such time as he or she no longer meets the school's standards of progress. There is no distinction between the criteria of repeating courses for noncollege degree (NCD) and degree (IHL) courses.

Electives are considered to be courses which are required for graduation as long as they do not exceed the minimum number of credit hours required for graduation. Electives for which a failing grade (or a grade unacceptable for graduation) has been assigned may be repeated until a passing or acceptable grade is received, as long as each grade is punitive when it is originally assigned. For example, a student may fail an elective course during his or her freshman year and elect to repeat that course at a later date. If at the time the student repeats the elective course the student has not met the required elective requirement for his or her degree program, DVA benefits may be paid for the repeat of the course.

If the student does not need additional electives to meet his or her degree requirements, but elects to repeat an elective, no benefits may be authorized unless the repetition takes place during his or her final term and is merely taken to round out the program to full-time.

Schools are not specifically required to report grade replacements for repeated courses to DVA. However, in accordance with 38 C.F.R. 21.4209(f), a record of eligible students' pursuit of all courses must be maintained by the institution for at least 3 years, even if the grade assigned for an unsuccessful pursuit of a course has been deleted from the official transcript. Schools with this type of replacement policy should maintain such additional records.

In those instances where a student repeats a course required for graduation and a failing or unacceptable grade is assigned which does not affect the student's grade point average, then this repeat should be reported to DVA as nonpunitive in the same manner as any other course for which a nonpunitive grade is assigned. Overpayments are created in such situations, unless acceptable mitigating circumstances are submitted.

Repeating courses for which an unacceptable grade has been assigned should not be confused with taking additional courses to remove a deficiency in the grade point average which is preventing the student from graduating. When additional subjects beyond those generally required for a degree are needed in order to overcome a grade point deficiency, the additional subjects may be approved, but a statement is required from the school certifying official that: (a) the courses are being taken for the purpose of removing the grade point deficiency, and (b) no course previously taken for which credit has been granted is being repeated, unless repetition of that particular course is required for continuation in the approved program, and (c) the student's progress is satisfactory under the school's standards.

7.06 Nonpunitive Grades/Mitigating Circumstances

A "nonpunitive grade" is defined for DVA purposes as any grade assigned for a course which has the effect of excluding the course from any consideration in determining progress toward fulfillment of requirements for graduation. Characteristically, nonpunitive grades have no quality point value and, accordingly, they neither yield credit toward graduation nor affect the student's cumulative grade point average.

The law prohibits payment of DVA benefits for a course from which the student withdraws, or for a course that the student completes, but receives a grade for the course which will not be used in computing requirements for graduation. Payments may be allowed, however, if the student submits evidence of acceptable mitigating circumstances to explain why the course could not be completed and/or a creditable grade assigned.

This means that if a student drops a course, unless he or she can show VA that there are mitigating circumstances, he or she must return all the money paid to him or her for pursuit of that course from the start of the term, not merely from the date he or she dropped the course.

For withdrawals on or after June 1, 1989, mitigating circumstances will be considered to exist without explanation by the student in the first instance of withdrawal from a course or courses totalling not more than 6 semester hours or the equivalent. This does not mean, however, that the school does not have to report the withdrawal. It means that in the first instance of withdrawal, mitigating circumstances automatically are presumed to exist, up to a total of 6 semester hours.

The certifying official must report the assignment of nonpunitive grades to VA within 30 days from the date the grades are assigned. However, the allowable reporting period may not exceed 60 days from the end of the enrollment period, if grades are not assigned by the end of 30 days after the end of the period.

Mitigating circumstances are unanticipated and unavoidable events or situations beyond a student's control that prevent him or her from completing a course with a creditable grade. Generally, the student will be required to submit corroborative evidence to substantiate his or her claim of mitigating circumstances. For example, if the student claims that a personal illness or injury seriously interfered with his or her enrollment, a physician's statement would be appropriate evidence; if the student was required to withdraw from a course because of an unanticipated and unavoidable change in his or her hours of employment, then the employer's verification of the required change of work schedule should be submitted. A student may use Form 21-4138, Statement in Support of Claim, to submit his or her statement(s).

Examples of mitigating circumstances are:

(a) A serious injury or illness afflicting the student during the enrollment period;

(b) A serious illness or death in the student's immediate family;

(c) Unforeseen family or financial obligations requiring a change in the terms, hours, or place of the student's employment, and precluding further pursuit or successful completion of a course;

(d) discontinuance of the course by the school;

(e) unanticipated active duty military service, including active duty for training;

(f) an unavoidable geographical transfer resulting from the student's employment; and

(g) an unavoidable change in the student's conditions of employment.

(h) unanticipated difficulties with the child care arrangements the student has made for the period during which he or she is attending classes.

These examples are not all inclusive and are included merely as guidelines.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

The certifying official should submit reports of withdrawal or receipt of nonpunitive grades to DVA on Form 22-1999b, Notice of Change In Student Status. For students enrolled in NCD programs, such reports may also be made on the student's attendance card, Form 22-6553a. Whenever a student claims mitigating circumstances, and presents evidence of those circumstances, it would be most helpful to the student and DVA if the certifying official would attach the student's evidence to the report submitted to DVA.

Certifying officials should urge DVA students to furnish a statement of mitigating circumstances along with their notifications of reductions and terminations. If the DVA students do not have the necessary supporting documentation, however, the certifying official should not delay submission of the notifications to DVA. Telephone procedures should be followed for such reports whenever possible, with the written notice mailed later as confirmation.

7.07 Incomplete Grades

Some institutions allow the assignment of an "I" (incomplete) grade on a provisional basis only. These institutions require a student to remove the "I" grade within a specified time (e.g., by the end of the term following the term for which the "I" grade was assigned). If the student does not replace the "I" grade within the prescribed time period, a punitive failing grade will be assigned and recorded in the student's academic record. Institutions which have and enforce such a policy, and prescribe a maximum time period for grade replacement of less than one year, are not required to report the assignment of an "I" grade as a nonpunitive grade.

Many institutions have a grading policy that permits an "I" grade to be replaced with a nonpunitive grade, or which allows a nonpunitive "I" grade to remain in a student's record indefinitely. At these institutions, "I" grades must be reported as nonpunitive grades at the time the grades are assigned. This reporting requirement is not intended to force institutions into adopting a particular academic policy with respect to "I" grades. It is necessary, however, to ensure compliance with statutory restrictions on benefit payments.

If the "I" grade is replaced in the student's academic record with a creditable passing grade or with a punitive failing grade, this grading action should be reported by the institution. Such reports should clearly indicate that the change in enrollment status being reported is the replacement of an "I" grade previously reported. There may be occasions when reports of grade replacements are not received until after a VA determination that benefits may not be paid for the course in question due to the absence of acceptable mitigating circumstances. In these situations, the official report of grade replacement constitutes evidence of the removal of the payment prohibition of 38 U.S.C. 1784(a)(4), and benefit payments will be authorized for the course in question. Reports of grading actions such as these should be made on Form 22-1999b by the certifying official.

If, at the end of one year from the date the "I" grade was assigned, VA has not received a report that the "I" grade has been replaced, an inquiry will be sent to the institution requesting the status of that grade. If the student's records still reflect a nonpunitive grade for the course, VA will inform the student (if the nonpunitive grade may produce a reduction in training time for the term) that the student's benefit payments for the course must be retroactively terminated, unless the student submits evidence of acceptable mitigating circumstances.

7.08 Unsatisfactory Attendance, Conduct or Progress

The law requires that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Benefits can be resumed if the student reenrolls in the same educational institution and in the same program. In other cases, benefits cannot be resumed unless VA finds that the cause of the unsatisfactory attendance, conduct or progress has been removed and the program of education or training to be pursued by the student is suitable to his or her aptitudes, interests, and abilities.

Both accredited and nonaccredited schools are required by law to have and to enforce standards of progress and conduct in order for their programs to be approved for VA benefits. Only nonaccredited schools are required by law to have attendance standards. These standards should be stated plainly in the school's catalog or bulletin. A school's policy and regulations for standards of progress, conduct and attendance must define:

(a) the school's grading system;

(b) the minimum satisfactory grade level;

(c) conditions for interruption of training due to unsatisfactory grades or progress;

(d) a description of any probationary period;

(e) conditions for a student's reentrance/readmission following dismissal/suspension for unsatisfactory progress;

(f) conditions for dismissal due to unsatisfactory conduct; and

(g) the school's attendance policy.

All schools are required to maintain an academic record for each student which includes, for a veteran or eligible person, the credit allowed toward the student's current program due to previous training and experience. The record must also show the results of each enrollment period, to include the unit courses or subjects undertaken and the final result (e.g., grade, passed, failed, withdrawn, test results). The record must be cumulative and document the progress being made toward completion of the program. For those institutions that use a narrative grading system and/or unspecified academic terms, as opposed to the traditional grading system and specified terms, the academic record must contain sufficient information to permit the recipient of a transcript to make an informed evaluation of the student's educational experience. For those institutions not operating on a term basis, the record must show the student's proficiency at the various stages in the training program.

School officials are responsible for enforcing their established standards of progress. This will require that the school specify intervals between enrollment and graduation (i.e., completion) when each student's progress will be evaluated. Each such evaluation must compare the student's progress with clearly defined progress standards such as:

(a) for programs offered on a term basis, a minimum grade average or credit level which should bear a reasonable relationship to final attainment of graduation requirements. It is frequently appropriate that separate evaluations be made for overall grade point average and the grade point average attained in courses from the student's major field of study.

(b) For programs not offered on a term basis, a minimum proficiency level expected of a student if he or she is to successfully complete the program within the number of hours of training that has been approved by the SAA. Measurement of a student's proficiency should be based on instruction appraisals, graded course work, periodic testing, or other techniques that will permit an evaluation of student's progress toward satisfactory completion of the program.

When a student has failed to maintain prescribed standards of progress, VA must be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory. Institutions should use Form 22-1999b to report the student's termination. Schools that provide a period of academic probation may not continue to certify a veteran or eligible person (who remains in a probationary status) for an indefinite period of time. It is reasonable to expect that an institution will report a termination due to unsatisfactory progress if a student remains on academic probation beyond 2 terms, quarters, or semesters without an improvement in his or her academic standing.

Recertification of DVA Claimant. A school's standards of progress must include specific conditions a veteran or eligible person is required to satisfy to permit recertification for DVA benefits after being terminated (for benefit purposes) because of unsatisfactory progress or conduct. When a school recertifies a student's enrollment to DVA after a termination due to unsatisfactory progress or conduct, it is presumed the school has established that there is a reasonable likelihood that the student will be able to maintain satisfactory progress and conduct in the future.

The school's certifying official should submit a statement with the first recertification of enrollment that describes the conditions for the student's continued certification to DVA. These conditions should prescribe the minimum performance standards to be achieved by the student during the next enrollment/evaluation period.

Students should be advised of any counseling services available to them at the school in order to resolve academic or other problems and to establish a meaningful plan for successful completion of their education or training. Schools and training establishments that are unable to provide counseling services are asked to remind students of the counseling services available through DVA.

A specific request for resumption of DVA benefits following an interruption due to unsatisfactory progress or conduct must be submitted by the student to initiate action by DVA to determine whether further payments of DVA educational assistance allowance should be authorized. Requests may be submitted on Form 22-1995 or Form 22-5495.

If the same school will again certify enrollment to DVA, and indicate on the Enrollment Certification that the problems relating to the unsatisfactory progress or conduct have been discussed with the student, DVA will accept the school's recertification of the student's enrollment as prima facie evidence that the cause of the unsatisfactory progress has been removed. The school should monitor the claimant's progress and ensure that, if there is a recurrence of unsatisfactory progress, it will again be promptly reported to DVA.

When counseling has not been requested and no or insufficient evidence is on record for DVA to determine eligibility for resumption of benefits, a Form 22-8873, Supplemental Information for Change of Program or Reenrollment After Unsatisfactory Progress or Conduct, will be sent to the student. This form requests information relative to the cause for unsatisfactory progress or conduct, its removal, and the suitability of the program to be pursued.

7.09 Completing Form 22-1999b, Notice of Change in Student Status

Whenever there is any change in a student's enrollment status from what had previously been reported to DVA, it is the school's responsibility to report such change promptly using Form 22-1999b. The student's benefits will be adjusted by DVA in accordance with how this form is completed. Therefore, it is very important that all items as appropriate be completed accurately by the certifying official to reflect the actual enrollment changes a student may make. The data included on this form are generally in accordance with the same procedures used for completion of the Enrollment Certification, Form 22-1999.

NOTE: Form 22-1999b, Notice of Change in Student Status, is used to notify DVA of changes to previously certified periods of enrollment. It is not to be used as an Enrollment Certification for subsequent periods of enrollment.

Terminations.

If a student withdraws from all courses at the institution thereby terminating his or her enrollment, Item 3 of Form 22-1999b must be completed. In Item 3A, the actual last date of attendance at the educational institution must be reported. For college level courses any of the following methods may be used to determine the last date of attendance: (1) attendance records; (2) grading reports; (3) last date on which examination or other papers filed; (4) last date of activity in the instructor's records; or (5) a statement from the student as to the last day of his or her attendance.

For all terminations of enrollment, one of the blocks in Item 3B must be checked as appropriate. Those blocks are:

> Withdrawal or Interruption (noncollege): This block should be checked if a student terminates or temporarily interrupts a noncollege degree (NCD) program. This block should not be used, however, if the NCD instruction operates on a term, block, or unit basis and the student will be required to repeat the entire term, block, or unit due to the withdrawal. In other words, due to the withdrawal from the NCD course(s), no credit is accrued for work completed. In these instances, another of the blocks in Item 3B should be checked, as appropriate, and an explanation given in Item 7, Remarks, along with the first date for which no credit is accrued toward graduation.
>
> Withdrawal During Drop-Add Period: Regardless of the reason(s) for termination of training, if the withdrawal from all classes is during the officially designated drop-add period of the school, this block should be checked. However, for DVA purposes, the drop-add period cannot be more than 30 days from the beginning date of classes in a term, quarter, or semester. This block should not be used if the student's withdrawal is after the school's officially designated drop-add period or more than 30 days after the start of the term, whichever is earlier.

Withdrawal After Drop-Add Period - Nonpunitive Grades Assigned: As used by VA and as defined in the Glossary to this manual, a nonpunitive grade is any grade which has the effect of excluding the course from any consideration in determining progress toward fulfillment of requirements for graduation. A nonpunitive grade is equivalent to an audited course for purposes of advancement toward graduation. Typical examples are "W" (withdrawal) and "NC" (no credit). If a student terminates his or her training after the school's officially designated drop-add period or more than 30 days after the start of the term, whichever is earlier, and nonpunitive grades are assigned, this block should be checked, and Item 6, Mitigating Circumstances, should also be completed.

Withdrawal After Drop-Add Period - Punitive Grades Assigned: As used by VA and as defined in the Glossary to this manual, a punitive grade is one which is assigned a value when computing the requirements for graduation. A common example is an "F" grade which has a quality point value of "zero." If a student terminates his or her training after the school's officially designated drop-add period or more than 30 days after the start of the term, whichever is earlier, and a punitive grade or grades are assigned, this block should be checked.

End of Term or Course: Check this block only if the student terminates his or her training at the end of the term or course without regard as to whether punitive or nonpunitive grades are assigned.

Unsatisfactory Progress or Conduct: If the student's progress or conduct has not been met by the student, this block should be checked. In Item 3A, Last Date of Attendance, the last date that progress or conduct was satisfactory should be shown. (See section 7.08 for a discussion of unsatisfactory progress or conduct.)

Other: If none of the above reasons are appropriate for the student's termination of training, this block should be checked with an explanation given in Item 7, Remarks. The certifying official should also indicate if the grade(s) assigned are punitive or nonpunitive.

Item 3C, Absences: For noncollege or nondegree programs, any absences prior to December 18, 1989, not previously reported to VA on the monthly certification of attendance form should be shown in this section. All absences should be indicated by the actual month and day of absence (e.g., April 15 or 4/15 is acceptable).

Adjustment Of Credit or Clock Hours. Section 4.

This section should be completed if the student increases or reduces his or her credit or clock hour load without actually terminating or withdrawing from all training.

Item 4A should show the effective date of the adjustment, and in Item 4B, the type of adjustment must be indicated:

Increase: This block should be checked if the student has increased the number of credit hours, clock hours, or high school units being pursued.

Reduction (noncollege): If there is a reduction in the noncollege degree courses being pursued, this block should be checked. However, this block should not be used if the NCD instruction operates on a term, block, or unit basis and the student will be required to repeat the entire term, block, or unit because of the withdrawal from that course. In other words, no credit is being given for work completed up to the date of the reduction in training. If this is the situation, another of the blocks should be checked, as appropriate, and an explanation given in Item 7, Remarks, along with the first date from which no credit accrued toward graduation.

Reduction During Drop-Add Period: If the reduction is during the officially designated drop-add period of the school but not more than 30 days from the start of the term, this block may be checked.

Reduction After Drop-Add Period - Nonpunitive Grades Assigned: Same as for Item 3B above regarding assignment of nonpunitive grades. Whenever this block is checked, Item 6 must also be completed for Mitigating Circumstances.

Reduction After Drop-Add Period - Punitive Grades Assigned: Same as for Item 3B above regarding assignment of punitive grades.

Student Completed Term but Nonpunitive Grades Assigned For One or More Courses: If a student completes a term but received nonpunitive grades for one or more courses, this block should be checked. For example, a student may have completed 12 credits but for 6 of those credits he or she received a nonpunitive "NC" grade. The last date of the term should be shown in Item 4A; 12 would be entered in Item 4C, Credit Hours Before Adjustment; and 6 entered in Item 4D, Credit Hours After Adjustment.

Other: If this block is used, Item 7, Remarks, should also be completed explaining the reasons. This box is used for any adjustment type not covered by the other boxes in this section. For example, Incomplete grades "I" are not converted to credit grade(s) within one calendar year, or Incomplete "I" grades converted to credit grade(s) or to punitive, failing grade(s). The certifying official should indicate whether the grade(s) assigned are punitive or nonpunitive.

Items 4C and 4D - Credit Hours: These items should be completed just as on an Enrollment Certification, Form 22-1999, with any breakdown as necessary, i.e., credit hours, deficiency hours, independent study, laboratory hours, workshop, etc. If standard class sessions were required to be reported, these should also be shown on the Form 22-1999b as appropriate and identified as "XX SCS."

For noncollege or nondegree programs measured on a clock-hour basis, Items 4F, 4G, and 4H should be completed just as on an Enrollment Certification. Item 4I is to be completed if there is a change to the previously reported ending date of enrollment.

Charges For Period of Enrollment

This item should be completed for all inservice students and for students whose training load either before or after adjustment is less than half-time. The certifying official should list the customary charges of the adjusted load by school year, term, or other period as appropriate. For example, a student starts a term at full-time but reduces to less than half-time in the third week of the semester. The certifying official should report the dates for the complete term in Item 5A and report the customary charges (tuition and fees) for the adjusted load only in Item 5B. EXCEPTION: This item does not apply to students receiving benefits under either Chapter 32 or Section 903.

Item 6 - Mitigating Circumstances

This item should be completed only if required by one of the reasons in Items 3 or 4. (See section 7.06 of this manual for more detailed information about mitigating circumstances.) Generally, however, these are circumstances which directly hinder the student's pursuit of a course and which are judged to be out of the student's control. Students will be expected to document their claimed mitigating circumstances with evidence that substantiates the seriousness and/or the unavoidable nature of the situations which interfered with their enrollments. Adequate corroborative evidence will be documentation received from an individual, organization, or agency in a position to verify the mitigating occurrence claimed by the student. If available, this evidence should be submitted along with the Form 22-1999b at the time it is sent to DVA. A student may use Form 21-4138, Statement in Support of Claim, to submit his or her statement.

Item 7 - Remarks

This space should be used to provide any needed clarification of any item on this form. It is most important for the certifying official to make clear the student's status for any term subsequent to the one in which the change occurred. For example, a student has been certified for both the fall and spring terms and now the certifying official is reporting a reduction during the fall term. Item 7, Remarks, should be completed to show that the student is still enrolled for the spring term, if this is the case. However, if a termination is being reported for the fall term, the certifying official will have to submit a new Form 22-1999, Enrollment Certification, at the beginning of the spring term, in order for benefits to be resumed at that time.

PROCEDURES FOR CERTAIN TYPES OF COURSES/TRAINING

8.01 Independent Study and Open-Circuit Television Courses

A student may receive educational assistance benefits for pursuing courses by independent study. However, effective October 29, 1992, a student may not receive education benefits for nonaccredited programs of independent study. This will not apply to students receiving benefits for pursuit of such a course if the student was enrolled on October 29, 1992, and continues to remain enrolled. Payments of benefits for courses offered through open-circuit television cannot be authorized, unless the student is concurrently enrolled in, and pursuing, one or more courses as a resident student.

Requirements for the approval of an independent study course include:

(1) The course must be specifically approved by the state approving agency for pursuit through independent study;

(2) The course leads to, or is fully creditable toward, a standard college degree; and

(3) The course consists of a prescribed program of study with provisions for interaction either by mail, telephone, or personally between the student and the regularly employed faculty of the school.

When a student is enrolled exclusively in independent study courses, without concurrent pursuit of at least one course in residence, the student will always be considered to be training at less than a half-time rate for VA benefit purposes. Educational assistance payments will be based on the cost of tuition and fees for the courses, just as in all other cases of less than half-time training. When a student is concurrently enrolled in at least one course in residence and in one or more independent study courses, including concurrent pursuit of resident training and courses offered by open-circuit television, entitlement to monetary benefits is determined by combining the credit hours of training in residence with the credit hours that will be earned through independent study. In any such combination of hours, however, the independent study courses will never be considered as the equivalent of more than less than half-time training, regardless of the number of credit hours being pursued. For example, at institutions where 6 credit hours are considered to be half-time training, enrollment in independent study courses for 6 or more credits will be considered as the equivalent of 5 credit hours of resident training (i.e., the highest number constituting less than half- time training). Five credit hours will then be added to the credit hours of enrollment in resident training for the purpose of determining a student's training time. The cost of tuition and fees for independent study courses should always be shown on the Enrollment Certification. Creditable hours will be converted to equivalent credit hours for nonstandard terms.

NOTE: Effective July 1, 1993, independent study courses will be measured based on the credit hours assigned.

8.02 Refresher, Remedial, and Deficiency Courses

Remedial and deficiency courses are typically intended to assist individuals in overcoming weaknesses in particular areas of study at the secondary school level. Often, institutions will require the completion of certain deficiency courses without granting credit toward graduation for their completion. A certification as to the need for a specific remedial or deficiency course must be submitted to DVA by the institution administering the program the student is preparing to enter or to which the student has applied for admission. Basic English language or mathematics courses are authorized only when the need for the training has been established by accepted testing methods.

CHAPTERS 30 AND 32: Effective August 15, 1989, students under these two programs may be certified in refresher courses (including courses which will permit the student to update knowledge and skills or be instructed in the technological advances which have occurred in the individual's field of employment during or after active duty), remedial and deficiency courses, or other preparatory or special education or training courses necessary to enable the individual to pursue an approved program of education. The student's entitlement will be charged for pursuit of these types of training. While remedial and deficiency courses are at the secondary school level, refresher training to update knowledge and skills may be approved at the postsecondary level.

CHAPTER 34: Distinctions are made under this educational assistance program between remedial and deficiency courses and refresher training to update knowledge and skills.

Remedial and deficiency courses at the secondary level are payable under Chapter 34 which are specifically required for pursuit of a postsecondary program of education or to overcome a deficiency at the elementary or secondary level in a particular area of study, or a handicap such as in speech. Veterans are not charged entitlement for pursuit of these types of courses. However, inservice/active duty students are charged entitlement for remedial and deficiency courses. The Enrollment Certification must differentiate between the number of hours of credit courses and those of remedial or deficiency courses.

Six-month refresher training. Up to 6 months or the equivalent in part-time training may be taken by Chapter 34 veterans to update knowledge of skills in the veteran's chosen field of employment when technological advances have occurred during or after active duty. Entitlement is charged for this type of refresher training.

Such refresher training may be used:

(a) for more than a single course of training;

(b) for loss of skill that occurred while on active duty or subsequent thereto;

(c) to update both preservice skills and skills acquired inservice but not to update skills first learned subsequent to service.

Space has been provided on Forms 22-1990, Veterans Application for Education Benefits, and 22-1990V, Notice of Eligibility to Education or Training Benefits, for a veteran to indicate the intention to pursue refresher training. The veteran will list the refresher course(s) to be taken by name and course number and will also give reasons for needing such training. For example, a veteran was employed from 1974 through 1976 as a TV repairperson with military service from 1976 to 1985. He or she now wishes to take a basic course in TV repair with an emphasis on solid-state concepts. The veteran had no training or experience in this field while on active duty but cites loss of skills during service and technological advances as reasons for needing the course. This type of refresher training could be approved.

CHAPTER 35: Prior to August 15, 1989, eligible spouses and surviving spouses under Chapter 35 are permitted to pursue remedial and deficiency courses without a charge to entitlement, and children pursuing such courses do have their entitlement charged. Effective August 15, 1989, however, any eligible person under Chapter 35 is entitled to benefits for pursuit of remedial and deficiency courses without a charge to entitlement for the first five months of full-time pursuit of a program (or the equivalent in part-time educational assistance) consisting of such courses. Refresher training to update skills or knowledge is not available to persons under Chapter 35.

CHAPTER 106: Effective October 1, 1990, refresher, remedial and deficiency courses are payable under Chapter 106 and entitlement is charged.

SECTIONS 901 AND 903: Benefits for refresher, remedial, and deficiency courses are not payable for training under Section 901. Effective August 15, 1989, Section 903 students may receive refresher training.

8.03 Change of Program or Place of Training

A student must specifically request a change of program and may use any form of communication. However, if the student does not furnish sufficient information to process the request, VA will request the necessary information. Payment of benefits may not be made more than one year prior to the request. A student may make one optional change of program if his or her previous program was not interrupted due to misconduct, neglect, or lack of application.

Other changes of program may not be made solely at the option of the student. VA must approve them before paying educational assistance allowance. These other changes include:

(a) a second or subsequent change of program;

(b) an initial change of program if the first program was interrupted or discontinued due to the student's own misconduct, neglect, or lack of application;

(c) any change by a child under Chapter 35 to or from a program of special restorative training or specialized vocational training.

VA will approve one of these other changes of program only if:

(a) the program of education which the student proposes to pursue is suitable to his or her aptitudes, interests, and abilities;

(b) in any instance where the student has interrupted or failed to progress in the program due to misconduct, neglect, or lack of application, there must be a reasonable likelihood with respect to the program the student proposes to pursue that there will not be a recurrence of such an interruption or failure to progress;

Note: Effective June 1, 1991, unlimited program changes may be approved following the above criteria.

VA may approve a third or subsequent change of program, if these conditions are met and the additional change or changes are necessitated by circumstances beyond the control of the student.

A revision of a program which does not result in a material loss of credit or an extension of time necessary to attain the objective is not a change of program. However, when a student's courses are measured on a credit-hour basis, a loss of credit is material if the loss is greater than 12 credits. For example, a college student has earned 140 credits toward a bachelor's degree in economics, but then switches to history. Fifteen credits are not transferable to the new major. This is a material loss of credit, since the loss exceeds 12 credits. A change of program will be charged. For courses measured on a clock-hour basis, a loss of credit is material if it exceeds 10 percent of the hours already completed.

Since the law generally allows a student to make only two changes of program, students should be advised to plan their use of VA benefits carefully. Any change of program after a second change can be considered only if evidence shows that another change of program is necessitated by circumstances beyond the student's control.

There are no restrictions on the number of times a student making satisfactory progress may change educational institutions. A change in courses or place of training will not be considered a change of program in the following instances:

(a) the pursuit of the first program is a prerequisite for entrance into the second program. For example, a bachelor's program is prerequisite to a master's degree program;

(b) a transfer from one school to another when the program at the second school leads to the same educational, professional, or vocational objective and does not involve a material loss of credit or increase the length of the program; and

(c) a change of objective which does not result in a material loss of credit or extension of time for the program. The most common example is a change from one degree objective to another where no material loss of credit occurs because the courses the student has completed are mainly the general education courses that would be required for either degree.

If a program of education previously pursued or completed does not meet the entrance requirements for the new program, a change of program may be charged. For example, a student completes work for a Bachelor of Science degree in education and now requests a master's degree in a different field. If a student is admitted to the master's degree program in the new field without having to take additional undergraduate courses, he or she has not exercised a change in program. However, if the student must take more than 12 undergraduate credits, a change of program will be charged.

In certain instances, a change of program can result even if there is no change of objective. For example, a student completes 110 credits in a 130-credit bachelor's degree program and then changes to another school. The second school accepts all credits from the first school but requires that the student complete 35 credits in residence. This is a change of program, because the student will be required to extend the time necessary to obtain the original objective by more than 12 credits.

If, upon completion of deficiency or remedial courses (other than courses in basic English language or mathematics), the student subsequently enrolls in a program different from that for which such courses were pursued, a change of program will be charged. Similarly, a change of program will be charged if a student is pursuing one program of education and changes to deficiency or remedial courses required for a different program.

A child who takes special restorative training under Chapter 35 will not be charged with a change of program when he or she completes his or her training and starts a program of education. However, a child or spouse who takes specialized vocational training under Chapter 35 will be charged with a change of program when he or she changes to some other program of education.

The application forms for requesting a change of program are Form 22-1995 for veterans and servicepersons, and Form 22-5495 for survivors and dependents. Students applying for a second or subsequent change of program should also submit Form 22-8873, Supplemental Information for Change of Program, with their applications along with evidence that shows the programs they propose to pursue are suitable to their aptitudes, interests, and abilities. If a student selected his or her new curriculum with the assistance of the counseling services at the institution, a copy of the academic counselor's findings and recommendations and/or a copy of the student's aptitude test results may be attached to the student's application for a change of program.

Educational/vocational counseling services are also available from VA. A professionally trained VA counselor will assist the student in planning a suitable program of education or training. Both Form 22-1995 and 22-5495 have sections which offer the student an opportunity to request VA counseling.

In some cases, VA is able to make a determination regarding the probable suitability of a requested program of education or training based on information already contained in the student's VA file if the student submits a statement describing why he or she believes a new program is suitable to his or her aptitudes, interests, and abilities. Students who choose to submit only their own statements should be advised, however, that VA may be required to ask them for specific additional information before making a final determination on the request for a change of program.

8.04 Cooperative Courses - Chapters 30, 32, 34, 35 and 106

A cooperative program is a full-time program of education that may lead to degree or nondegree objectives. It consists of alternating phases of school instruction and training in a business or industrial establishment with such training being strictly supplemental to the school instruction. Alternating periods may be part of a day at school and part of a day on the job, or they may alternate on a daily, weekly, monthly, or term basis. Cooperative training must always be specifically approved by the state approving agency.

A student pursuing a cooperative program that consists of sequential institutional and job-training phases may elect one of two alternate methods for payment for each cycle of training. A full cycle consists of one institutional phase and one job-training phase. Once elected, the method of payment may not be changed until another cycle begins; a new election may be made at the beginning of any cycle within the program. The alternate payment methods are as follows:

(1) Payment of institutional rates during the institutional phase only (with no benefits paid during the job-training phase). This option is permitted only if the alternating phases are longer than 1 month each.

(2) Payment of the cooperative rate throughout the entire cycle (during both phases).

If a student is pursuing a cooperative program through concurrent institutional and job-training phases, benefits may be paid only at the cooperative rate for the duration of the course. This principle also applies if the alternating phases were each 1 month or less. NOTE: The institutional portion must be at least equivalent to half-time training and there must be sufficient hours in the job portion so that when combined with the institutional portion the total equals full-time.

NOTE: Other types of work-experience courses, practical training, internships, etc., should not be confused with cooperative training. These other types may be certified as residence institutional training, if approved as such by the state approving agency. For more information regarding other work-experience types of courses, the school should contact their SAA representative.

CHAPTERS 30 AND 32: Cooperative courses may be pursued by students under these chapters only on or after January 1, 1989. Benefits payable under these chapters are limited by law to a rate of 80 percent of the full-time monthly educational assistance otherwise payable to such persons. Entitlement charges for pursuit of cooperative courses under Chapters 30 and 32 are made at the rate of 80 percent of a month.

CHAPTER 106: Cooperative courses may be pursued by reservists on or after October 1, 1990, if they extend their enlistment for six years.

8.05 Farm Cooperative Programs - Chapter 34 and Chapter 35

A farm cooperative program consists of institutional agricultural courses pursued while the student is concurrently engaged in substantially full-time agricultural employment. The employment must be relevant to the institutional agricultural programs. "Substantially full-time" means employment on an average of 40 hours per week in agricultural activities, although seasonal differences will be taken into account in determining the average.

The agricultural employment must be on a farm or other agricultural establishment where the basic activity is the raising and harvesting of crops or the feeding, breeding, and managing of livestock (including poultry). Employment in the areas of processing, distributing or selling of agricultural products will not be considered agricultural employment.

On the Enrollment Certification, the school must certify that the student is engaged concurrently in substantially full-time agricultural employment averaging 40 hours per week. The school itself must verify on a continuing basis that eligible students remain engaged in suitable agricultural employment.

Courses for farm cooperative programs may be scheduled on a term, quarter, or semester basis, or prescheduled to fall within not less than 44 weeks of the year. Full-time farm cooperative training requires a minimum of 10 clock hours net instruction per week or 440 clock hours in a period of 44 weeks. The schedule must provide not less than 80 hours net instruction in any 3-month period. This permits prescheduling less than 10 clock hours per week of peak farm activity. Seven clock hours of net instruction is measured as three-quarter time, and 5 clock hours is half-time.

8.06 Training in Foreign Countries

The law places specific restrictions on the enrollment of veterans, servicepersons, reservists, and dependents in foreign schools. Such training may not be pursued unless the courses are conducted by an educational institution of higher learning and lead to a degree or the equivalent which is comparable to a degree granted by a fully recognized degree-granting public university located in the same country.

Students interested in receiving VA benefits for training at a foreign school should request VA Pamphlet 22-75-2, from the VA regional office.

8.07 Certifications of Attendance - Programs Not Leading to a Standard College Degree

For students pursuing noncollege degree programs and farm cooperative courses, periodic education certifications must be submitted to VA on a monthly basis before payment will be released. The certification process exempts individuals pursuing a course on a less than one-half time basis and servicepersons pursuing such a course while on active duty.

Requests for Advance Payment are handled as for degree programs; however, no further payment will be released until VA has received and processed a Certification of Attendance covering the period from the beginning date of the enrollment through the end of the third month. Subsequent payment will be dependent upon the receipt of required certification. This is the only circumstance (other than lump-sum payment situations) in which payment will be issued without certification. (This assumes that Form 22-1999v, Certification of Delivery of Advance Payment and Enrollment, confirming the Advance Payment enrollment has been received and processed by VA.)

Form 22-6553a, Certification of Attendance, will be mailed to the student at the end of each month for completion and, prior to December 18, 1989, submission to the school certifying official, who verified the entries, reported cumulative absences, and signed and forwarded the Certification of Attendance to VA.

8.08 Verification of Pursuit - Institutions of Higher Learning

Form 22-6553, Verification of Pursuit, is a computer-generated card which is periodically mailed to the school for completion by the certifying official. These cards provide a means for ensuring that students' records are reviewed at the end of a certified period of enrollment for the purpose of comparing the enrollment data which has been the basis for payment of DVA benefits with the students' institutional records. Any changes in students' enrollments appearing in the institutional records but not reflected on the 22-6553 cards should be reported on the cards themselves.

With the exception of those under the Chapter 30 program, Form 22-6553 will be issued for all IHL awards (other than lump-sum payments) with the following exceptions:

(1) Enrollment certification periods which end in the current or a prior (computer processing) month.

(2) Enrollment certification periods of 90 days or less.

The form, when required, is issued at the following times:

(1) The beginning of the next to the last month of enrollment certification periods which are longer than 90 days.

(2) The beginning of May for an enrollment certification period in which the last verification of pursuit was through January or an earlier month and the ending date of the period is not until August or a later month. Such a situation may occur, for example, when the certifying official submits an Enrollment Certification in the fall, covering the full academic year plus a following summer term that has an ending date in August or September. A Form 22-6553 issued under this criterion will cover a period through April 30.

Payment of benefits to a degree-seeking student will continue through the end of the period for which benefits were awarded, even though the 22-6553 card is not properly returned. However, if the card is not received (and processed) at the DVA regional office by the month following the ending month of the benefit payment period, DVA monitoring for the return of the card will probably result in a follow-up contact with the institution.

NOTE: Form 22-6553 is not used in the Chapter 30 program. Chapter 30 students certify monthly on Form 22-8979. Also, there are no certifications or verifications for Section 901 students.

APPENDIX A

COMPARISON OF EDUCATION BENEFITS

	Chap 30	Chap 32	Chap 35	Chap 106
ELIGIBILITY	2 yrs. active duty + 4 yrs. reserves; 3 yrs. active duty; or 2 yrs. active duty	181 days active duty if enlisted before 9/8/80; 24 mos. active duty thereafter	Veteran's death or P&T disability result of service	Completion of initial active duty for training + reserve training
PARTICIPANT PAYMENT	$100/12 mos.	$25-$100 per mo. up to $2700 Lump sum payment permitted	N/A	N/A
REFUND OF CONTRIBUTIONS	Only as a death benefit for survivors	Yes	N/A	N/A
TRANSFER OF ELIGIBILITY	No	No	No	No
MAXIMUM ENTITLEMENT	36 mos.	36 mos.	45 mos.	36 mos.
NCD TRAINING	Yes	Yes	Yes	Yes
NCD ABSENCE REPORTING	No	No	No	No
ADVANCE PAY	Yes	Yes	Yes	Yes
DEPENDENTS ALLOWANCE	No; 34/30-yes	No	No	No

	Chap 30	Chap 32	Chap 35	Chap 106
DELIMITING DATE	10 yrs. after discharge	10 yrs. after discharge	Spouse-10 yrs. from date of s/c death of veteran or date VA determined s/c whichever is later; Child-age 26 up to 31 (under certain conditions	10 yrs from date 1st enlisted or separation from reserves whichever is earlier
DISABILITY EXTENSION TO DELIMITING PERIOD	Yes	Yes	Spouse-yes; Child-no	Yes
TYPE OF DISCHARGE	Honorable	Other than dishonorable	Spouse-n/a Child-where applicable-other than dishonorable	N/A
VA DETERMINATION OF CHARACTER OF DISCHARGE	No	Yes	Spouse-n/a; Child-yes	N/A
ELEMENTARY & HIGH SCHOOL TRAINING	No	Yes	Yes	No
INSERVICE REQUIREMENT	After 2 yrs. active duty	181 days to attend high school; Complete 1st obligated period of service or 6 yrs. for all other courses	No	N/A
REMEDIAL, DEFICIENCY & REFRESHER TRAINING	Yes, with entitlement charge	Yes, with entitlement charge	Yes, without entitlement charge for first 5 mos.	Yes, effective 10-1-90 with entitlement charge

	Chap 30	Chap 32	Chap 35	Chap 106
FARM COOP TRAINING	No	No	Yes	No
COOP TRAINING	Yes, at 80% rate	Yes, at 80% rate	Yes, $327 per month	Yes, at 80% rate
VOCATIONAL FLIGHT TRAINING	No, prior to 9-29-90; Yes from 9-30-90 to 9-30-94 at 60% rate	Yes, effective 4-1-91 through 9-30-94 at 60% rate	No	Yes, effective 9-30-90 through 9-30-94 at 60% rate
REFRESHER TRAINING	Yes, with entitlement charge	Yes, with entitlement charge	No	Yes, with entitlement charge
SPECIAL RESTORATIVE TRAINING	No	No	Spouse-no Child-yes	No
SPECIALIZED VOCATIONAL TRAINING	No	No	Yes	No
FOREIGN IHL TRAINING	Yes	Yes	Yes	Yes
MEASUREMENT DIFFERENCE ACCREDITED/ NONACCREDITED COURSES	Yes, until 7-1-93	Yes, until 7-1-93	Yes, until 7-1-93	Yes, until 7-1-93
INDEPENDENT STUDY	Yes-payment limited to less than 1/2 time, until 7-1-93	Yes-payment limited to 1/4 time, until 7-1-93	Yes-payment limited to less than 1/2 time, until 7-1-93	Yes-payment limited to less than 1/2 time, until 7-1-93
BENEFITS FOR INSERVICE STUDENT	Benefit payable upon completion of specified period of service	Benefit payable upon completion of specified period of service	No	Yes- see pg. 1-7
INCARCERATED BENEFICIARY	Benefits reduced	Benefits reduced	Benefits reduced	Benefits reduced
WORK STUDY	Yes	Yes	Yes	Yes

	Chap 30	Chap 32	Chap 34	Chap 35	Chap 106
SPECIALIZED VOCATIONAL TRAINING	No	No	No	Yes	No
FOREIGN IHL TRAINING	Yes	Yes	Yes	Yes	Yes
MEASUREMENT DIFFERENCE ACCREDITED/ NONACCREDITED COURSES	Yes	Yes	Yes	Yes	Yes
CHANGE OF PROGRAM	Yes-1 optional; Additional with VA approval	Yes-1 optional; Additional with VA approval	Yes-1 optional; Additional with VA approval	Spouse-yes-1 optional; Addition-with VA approval; Child-with VA approval	Yes-1 optional; Additional with VA approval
INDEPENDENT STUDY	Yes-payment limited to less than 1/2 time	Yes-payment limited to 1/4 time	Yes-payment limited to less than 1/2 time	Yes-payment limited to less than 1/2 time	Yes-payment limited to less than 1/2 time
BENEFITS FOR INSERVICE STUDENT	Benefit payable upon completion of specified period of service	Benefit payable upon completion of specified period of service	Benefit based upon tuition & fees	No	Yes-see page 1-6
INCARCERATED BENEFICIARY	Benefits reduced	Benefits reduced	Benefits reduced	Benefits reduced	Benefits reduced
WORK STUDY	Yes	Yes	Yes	Yes, effective 5-1-90	Yes, effective 5-1-90

	Chap 30	Chap 32	Chap 34	Chap 35	Chap 106
ENTITLEMENT CHARGE FOR ELEMENTARY & HIGH SCHOOL	N/A	Veteran & enlisted person-no-(tuition & fees); yes-educational assistance	Veteran-no-(tuition & fees); Veteran-yes-educational assistance allowance; Serviceperson-no	Spouse-no (tuition & fees); yes-educational allowance Child-n/a	N/A
OJT/APPRENTICESHIP	75%-1st 6 mos.; 55%-2nd 6 mos.; 35%-remaining mos.	75%-1st 6 mos.; 55%-2nd 6 mos.; 35%-remaining mos.	Full-time rate reduced every 6 mos. for initial 18 mos.	Full-time rate reduced every 6 mos. for initial 18 mos.	75%-1st 6 mos.; 55%-2nd 6 mos.; 35%-remaining mos.
CORRESPONDENCE TRAINING	Reimbursed 55%	Reimbursed 100%	Reimbursed 55%	Spouse-reimbursed 55%; Child-n/a	Yes, effective 10-1-90; reimbursed 55%
DEPENDENTS ALLOWANCE	No; 34/30-yes after 1/1/90	No	Yes	No	No
TUTORIAL ASSISTANCE	Yes, with no entitlement charge for first $600	Yes, with no entitlement charge for first $600	Yes	Yes	No
NCD ABSENCE REPORTING	No	No	No	No	No
ADVANCE PAY	Yes	Yes	Yes	Yes	Yes

	Chap 30	Chap 32	Chap 34	Chap 35	Chap 106
EDUCATION LOANS	No	No	Yes-limited to loans for flight training reimbursed at 60% & 1st 2 yrs. after expiration of delimiting period	Yes-spouse-1st 2 yrs. after expiration of delimiting period Child-n/a	No
VERIFICATION OF PURSUIT AT END OF ENROLLMENT	No	Yes	Yes	Yes	Yes
MONTHLY VERIFICATION OF ENROLLMENT	Yes	No	No	No	No
CONCURRENT PAYMENT UNDER OTHER FEDERAL PROGRAMS	No	No	No	No	No
VOCATIONAL COUNSELING	Upon request	Upon request	Upon request	Upon request	Upon request

APPENDIX B

SAMPLE FORMS

The following pages display examples of forms used in processing claims for education benefits under the several DVA educational assistance programs of title 38, U.S. Code and title 10, U.S. Code. They have been completed to illustrate the appropriate entries required.

Certifying Officials are urged to request an adequate supply of each of the forms listed below from the DVA regional office, and then to retain at least one copy of each form with this manual.

For ease of reference, the forms in this appendix are listed in ascending order of form number within the major groups:

I. Application Forms

II. Certification Forms

III. Miscellaneous Forms

GROUP I - APPLICATION FORMS

The application forms are explained in Section 3.01. Students and certifying officials should refer to that section for more information on their use.

Generally, students must:

1. Complete each item on the application form, unless a particular item contains an instruction to the contrary, or indicate N/A if not applicable. (Leave the file number items blank if it is unknown or not yet assigned.)

2. Sign the application form. Unsigned forms will be returned to the student for signature.

3. If not previously submitted, and if appropriate, submit evidence of active duty service. (See Section 3.02 regarding supporting evidence.)

4. Furnish other documents, if required, to establish dependency. (See Sections 3.02 and 5.06.)

DVA FORM NUMBER	TITLE	Page No.
28-1900	Disabled Veterans' Application for Vocational Rehabilitation (Chapter 31).........................	B-4
22-1990	Application for Education Benefits (Chapters 30, 32, 34, Section 903, Chapter 106)......	B-5
22-1990t	Application and Enrollment Certification for Individualized Tutorial Assistance (Chapters 30, 32, 34, 35)...........................	B-8
22-1990V	Application for Program of Education or Training (Chapter 34)...	B-9
22-1995	Request for Change of Program or Place of Training (Chapters 30, 32, 34, 106)...........................	B-11
4-5281	Application for Refund of Educational Contributions (Chapter 32)........................	B-12
22-5490	Application for Survivors' and Dependents' Educational Assistance (Chapter 35)...............	B-13

DVA FORM NUMBER	TITLE	Page No.
22-5495	Request for Change of Program or Place of Training (Chapter 35)	B-15
20-8691	Veterans Application for Work-Study Allowance (Chapters 30, 31, 32, 34, Section 903 Veterans)	B-16
22-8889	Application for Educational Assistance Test Program Benefits (Section 901)	B-17
21-8924	Application of Surviving Spouse or Child for REPS Benefits (Section 156, Public Law 97-377)	B-18

Form Approved
OMB No. 2900-0009

Veterans Administration

DISABLED VETERANS APPLICATION FOR VOCATIONAL REHABILITATION
(Chapter 31—Title 38, U.S.C.)

PAYEE NO | TRANS CODE

IMPORTANT— Please read information on reverse before completing this form. TYPE OR PRINT IN INK.

2. SERVICES AND ASSISTANCE NEEDED *(Check all that apply)*

☒ I WANT TO GO TO COLLEGE OR VOCATIONAL SCHOOL
☐ I WANT AN APPRENTICESHIP OR OTHER ON-JOB TRAINING PROGRAM
☐ I WANT TO BECOME MORE INDEPENDENT IN DAILY LIVING
☐ I NEED HELP IN GETTING A JOB
☐ I AM NOT SURE, BUT I WANT TO SEE WHAT THE VA HAS AVAILABLE

2. FIRST NAME—MIDDLE NAME—LAST NAME OF VETERAN: James Jeremy Jones

3. SOCIAL SECURITY NO.: 123-45-6789

4. VA FILE NO.:

5. MAILING ADDRESS *(No. and street or rural route, city, State, ZIP Code)*:
1234 HEARTLAND DRIVE
HARLEYVILLE, VA 22222

6. HOME TELEPHONE NO. *(Include Area Code)*: (703) 987-6543

7. WORK TELEPHONE NO. *(Include Area Code)*: N/A

8. DATE OF BIRTH: 12-22-43

9. VA OFFICE WHERE RECORDS ARE LOCATED *(If known)*: ROANOKE, VA

10. PERMANENT ADDRESS *(If different than item 5)*:

11. SEX ☒ MALE ☐ FEMALE

12. SERVICE INFORMATION *(Enter the following information for each period of active duty. Show ALL active duty.)*

SERVICE NUMBER *(Prefix and suffix)* (A)	BRANCH OF SERVICE (B)	DATE ENTERED ACTIVE DUTY (C)	DATE SEPARATED FROM ACTIVE DUTY (D)	TYPE OF SEPARATION OR DISCHARGE (E)	GRADE OR RANK AT SEPARATION OR DISCHARGE (F)
RA 98-765-432	ARMY	7-25-63	2-2-72	HON	E-6
123 45 6789	ARMY	5-3-75	4-1-88	HON	E-8

13. IF NOW HOSPITALIZED, GIVE NAME AND LOCATION OF HOSPITAL

(DO NOT WRITE IN THIS SPACE) (VA DATE STAMP)

14. VA BENEFITS PREVIOUSLY APPLIED FOR

A. ☒ HOSPITALIZATION OR MEDICAL CARE
B. ☐ WAIVER OF NSLI PREMIUM
C. ☐ DENTAL OR OUTPATIENT TREATMENT
D. ☐ VOCATIONAL REHABILITATION *(Chapter 31)*
E. ☐ VETERANS' EDUCATIONAL ASSISTANCE *(Chs. 30, 32, 33 or 34)*
F. ☐ WAR ORPHANS' OR DEPENDENTS' EDUCATIONAL ASSIST. *(Ch. 35)*
G. ☐ PENSION
H. ☒ SERVICE-CONNECTED DISABILITY COMPENSATION *(If receiving compensation, complete items 14L and 14M)*
I. ☐ VOCATIONAL TRAINING FOR VA PENSIONERS *(Chapter 15)*
J. ☐ NONE
K. ☐ OTHER *(Specify)*

COMPLETE ONLY IF BOX "H" IS CHECKED ▶ L. VA DISABILITY RATING: 40 % M. NATURE OF DISABILITY: Knee injury / Loss of Hearing

15. DEPENDENTS *(Check applicable boxes. If training is authorized, you may have to submit documentary evidence before additional subsistence allowance benefits for dependents may begin.)*

☐ NONE ☒ SPOUSE ☒ CHILDREN *(Specify No.)* 3 ☐ PARENTS DEPENDENT ON YOU FOR SUPPORT *(Specify No.)*

16. PREVIOUS NON-VA REHABILITATION SERVICES

A. HAVE YOU RECEIVED VOCATIONAL REHABILITATION SERVICES FROM AGENCIES OTHER THAN THE VA?
☐ YES ☒ NO *(If "Yes," complete 16B, 16C, and 16D)*

B. AGENCY GIVING SERVICE	C. TYPE OF SERVICE	D. DATES SERVICE PROVIDED FROM	TO

17. ADDITIONAL COMMENTS

I HEREBY CERTIFY THAT all the information I have entered on this form is true and complete to the best of my knowledge and belief and I realize that making willful false statements concerning a material fact in a claim for vocational rehabilitation benefits is a punishable offense which may result in fine or imprisonment or both.

18. DATE: 5-20-88

19. SIGNATURE OF APPLICANT *(Do not print)* SIGN HERE IN INK ▶ James J. Jones

20. AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize release of school, employment and other records to the VA for use in counseling me and supervising my rehabilitation program. I also authorize the VA to release to schools, other training establishments, job placement or related agencies, and to potential employers any information to include my name and address, which will assist me in my vocational rehabilitation program or in my search for gainful employment.

A. DATE: 5-20-88

B. SIGNATURE OF APPLICANT *(Do not print)* SIGN HERE IN INK ▶ James J. Jones

FOR VA USE ONLY ▶ DEP ▶ ED LEVEL ▶ CLAIM STATUS ▶ DATE REFERRED VR&C ▶

VA FORM AUG 1987 28-1900

SUPERSEDES VA FORM 28-1900, APR 1981, WHICH WILL NOT BE USED.

016682

BEST COPY AVAILABLE

OMB Approved No. 2900-0154
Respondent Burden: ½ hour

Veterans Administration

APPLICATION FOR EDUCATION BENEFITS

(Under chapter 30, 32, 34, title 38, U.S.C., section 903, Public Law 96-342, or chapter 106, title 10, U.S.C.)

NOTE: THIS FORM MUST BE SIGNED AND DATED IN ITEM 19 TO RECEIVE BENEFITS

IMPORTANT: This is an application to be used by servicepersons, veterans, and reservists to apply for the following VA education benefits: GI bill (chapter 34), VEAP (chapter 32), Non-Contributory VEAP (section 903), Montgomery GI bill—Active Duty Educational Assistance Program (chapter 30), and Montgomery GI bill—Selected Reserve Educational Assistance Program (chapter 106). Before completing this form, carefully read all of the information on the attached sheets. Type or print responses in ink. If you need additional space, attach separate sheets and key your responses to item numbers. You must complete Part I of this form. If you are on active duty, your Education Services Officer and your Commanding Officer must complete Part II.

PART I—APPLICANT

1. NAME OF APPLICANT (First, middle, last): ARNOLD CHARLES EDWARDS

2. SEX: ☑ MALE ☐ FEMALE

3. VA FILE NUMBER (If known):

4. MAILING ADDRESS (Number and street or rural route, city or P.O., State and Zip Code):
1629 VALLEY DR.
APT 7.
MARTINSBURG, KS
69104

5. DATE OF BIRTH (Month, day, year): 3-13-65

6. SOCIAL SECURITY NUMBER: 123-45-6789

7A. HOME TELEPHONE NUMBER (Include Area Code): (709) 298-7169

7B. WORK TELEPHONE NUMBER (Include Area Code): N/A

8. VA OFFICE WHERE RECORDS ARE LOCATED (If known):

9. FOR ADMINISTRATIVE PURPOSES PLEASE PROVIDE THE NAME AND ADDRESS OF SOMEONE WHO WILL ALWAYS KNOW WHERE YOU CAN BE REACHED: MRS. JOYCE EDWARDS (MOTHER) 231 N. BERCH, DETROIT MI 48226

10. VETERANS ADMINISTRATION BENEFITS YOU PREVIOUSLY APPLIED FOR
☐ A VETERANS EDUCATIONAL ASSISTANCE
☐ B SURVIVORS AND DEPENDENTS EDUCATIONAL ASSISTANCE (If checked, complete Items 10G and 10H)
☐ C DISABILITY COMPENSATION OR PENSION
☐ D VOCATIONAL REHABILITATION
☑ E NONE
☐ F OTHER (Specify)

COMPLETE ONLY IF ITEM 10B IS CHECKED ▶
10G. NAME OF PARENT:
10H. PARENT'S FILE NUMBER:

11. EDUCATION BENEFIT YOU ARE APPLYING FOR (NOTE: Review EDUCATION BENEFIT PROGRAMS in the attached information sheets.)
☐ A GI BILL (CHAPTER 34)—SERVICE BEGINNING BEFORE JANUARY 1, 1977
☐ B VEAP (CHAPTER 32), NON CONTRIBUTORY VEAP (SECTION 903)—SERVICE BEGINNING ON OR AFTER JANUARY 1, 1977 THROUGH JUNE 30, 1985
☑ C MONTGOMERY GI BILL—ACTIVE DUTY EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 30)
☐ D MONTGOMERY GI BILL—SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM (CHAPTER 106) (Reservists attach your Notice of Basic Eligibility)

12. ACTIVE DUTY SERVICE INFORMATION

NOTE: Attach copy 4 of DD Form 214 (see Specific Instructions for Item 12) for each period of active duty service you completed. Complete Items 12A through 12E for any period for which you cannot attach a DD Form 214. Complete Item 12G in all instances.

DATE ENTERED ACTIVE DUTY A	DATE SEPARATED FROM ACTIVE DUTY B	SERVICE NUMBER (Prefix and Suffix) C	BRANCH OF SERVICE D	GRADE OR RANK AT SEPARATION OR DISCHARGE E
9-7-86	9-6-88	123-45-6789	ARMY	E-4

F. IF YOUR SERVICE BEGAN AFTER DECEMBER 31, 1976, DID YOU ENLIST BEFORE JANUARY 1, 1977 UNDER A DELAYED ENTRY PROGRAM?
☐ YES ☑ NO

PRESENT MILITARY STATUS ▶
G. ARE YOU NOW ON ACTIVE DUTY? ☐ YES ☑ NO (If "Yes," complete Item 12H and 12I)
H. HAVE YOU COMPLETED YOUR FIRST OBLIGATED PERIOD OF SERVICE? ☐ YES ☐ NO
I. SERVICE BRANCH

13. MILITARY SERVICE ACADEMIES

A. NAME OF ACADEMY
☐ USMA (WEST POINT) ☐ USCGA (NEW LONDON)
☐ USNA (ANNAPOLIS) ☐ USAFA (COLORADO SPRINGS)

B. DATES ATTENDED
FROM
TO

C. DEGREE RECEIVED

VA FORM JAN 1989 22-1990

SUPERSEDES VA FORM 22-1990, MAY 1987, WHICH WILL NOT BE USED

(Continued on Reverse)

BEST COPY AVAILABLE

14. CIVILIAN AND MILITARY EDUCATION *(Do not repeat education shown in Item [illegible])*

A. CIRCLE HIGHEST ELEMENTARY OR HIGH SCHOOL GRADE COMPLETED
12

B. IF YOU DID NOT GRADUATE, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY DIPLOMA
☐ YES ☐ NO

C. NAME OF COLLEGE OR OTHER SCHOOL CITY AND STATE	DATES ATTENDED		CREDIT HOURS		DEGREE RECEIVED	NAME OR DESCRIPTION OF COURSE OF STUDY
	FROM	TO	SEMESTER	QUARTER		
ST. JOHN'S SCHOOL OF BUSINESS ANDERSON, KS	1983	1984	12		NONE	BUSINESS/ ACCOUNTING

D. NAME OF APPRENTICESHIP OR OTHER ON-THE-JOB TRAINING COURSE

E. DATES OF TRAINING
FROM TO

F. PLACE OF TRAINING

G. HAVE YOU EVER HELD A LICENSE TO PRACTICE A PROFESSION OR JOURNEYMAN RATING TO WORK AT A TRADE? [illegible]
☐ YES ☑ NO [illegible]

H. NAME OF LICENSE OR JOURNEYMAN RATING

I. STATE IN WHICH HELD

15. NON-MILITARY OCCUPATIONS *(Do not complete Items 15C and 15D if on active duty)*

A. PRINCIPAL OCCUPATION BEFORE ENTERING MILITARY SERVICE
MANAGER TRAINEE

B. NUMBER OF MONTHS EMPLOYED IN THAT OCCUPATION
15

C. PRINCIPAL OCCUPATION AFTER LEAVING MILITARY SERVICE
NONE

D. NUMBER OF MONTHS EMPLOYED IN THAT OCCUPATION

16. PROGRAM OF EDUCATION AND ENROLLMENT INFORMATION

CAREER PLANNING ASSISTANCE AVAILABLE. If you are eligible for education benefits, the VA's professional career counselors can help you plan your education, select a school or training facility, and obtain financial assistance. You can request this counseling at any time during your educational program. If you would like an appointment to get this help, please contact the Vocational Rehabilitation and Counseling Division in the VA regional office.

A. IF YOU KNOW THE PROGRAM YOU WANT, WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? *[illegible]*
MASTERS IN BUSINESS ADMINISTRATION

B. IF YOU HAVE SELECTED YOUR PROGRAM, DESCRIBE THE COURSE OF STUDY YOU WILL BE TAKING *[illegible]*
BS
MBA

C. EDUCATION OR TRAINING WILL BE BY
☑ SCHOOL ATTENDANCE
☐ CORRESPONDENCE
☐ APPRENTICESHIP OR ON-THE-JOB
☐ FARM COOPERATIVE
☐ INDEPENDENT STUDY

D. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT
UNIVERSITY OF MICHIGAN
ANN ARBOR, MI

E. DATE YOUR PROGRAM WILL BEGIN *(Month, day, year)*
9-12-89

F. DO YOU PLAN TO TAKE ANY REFRESHER COURSES? *[illegible]*
☐ YES ☑ NO *[illegible]*

G. DO YOU EXPECT TO RECEIVE NON-VA EDUCATIONAL BENEFITS FROM THE ARMED FORCES OR THE PUBLIC HEALTH SERVICE DURING THIS PERIOD OF EDUCATION?
☐ YES ☑ NO *(If "Yes," furnish full details in Item [illegible] - Remarks)*

H. IF YOU ARE NOT ON ACTIVE DUTY AND ARE AN EMPLOYEE OF THE U.S. GOVERNMENT, DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT DURING THIS PERIOD OF EDUCATION?
☐ YES ☐ NO *(If "Yes," furnish full details in Item [illegible] - Remarks)* N/A

I. IF YOU ARE APPLYING FOR THE CHAPTER 106 PROGRAM, HAVE YOU RECEIVED OR EXPECT TO RECEIVE FUNDS FROM A SCHOLARSHIP UNDER A RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP PROGRAM? *[illegible]*
☐ YES ☐ NO *(If "Yes," furnish full details in Item [illegible] - Remarks)* N/A

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17. MARITAL STATUS AND DEPENDENCY INFORMATION

NOTE: Complete the items in this section only if you entered active duty before January 1, 1977, or if you checked "Yes" in Item 12I

A. ARE YOU PRESENTLY MARRIED?

☐ YES ☐ NO [illegible]

B. DO YOU HAVE ANY UNMARRIED CHILDREN WHO ARE (A) UNDER AGE 18, (B) OVER AGE 18 BUT UNDER AGE 23 AND ATTEND SCHOOL, OR (C) OF ANY AGE AND ARE PRESENTLY HELPLESS FOR MENTAL AND PHYSICAL PURPOSES?

☐ YES ☐ NO [illegible]

C. IS EITHER YOUR FATHER OR MOTHER DEPENDENT ON YOU FOR SUPPORT?

☐ YES ☐ NO [illegible]

18. REMARKS

I CERTIFY THAT all statements in my application are true and complete to the best of my knowledge and belief. I CERTIFY THAT I understand the information contained in "Responsibilities of Beneficiaries" and "Restrictions on Education Benefits" on the attached sheet and that I will comply with them to the best of my ability. If I request counseling, I authorize release of school and testing records to the VA for use in counseling me and supervising my program of education or training.

19A. SIGNATURE OF APPLICANT [illegible]

SIGN HERE IN INK ► Arnold C. Edwards

19B. DATE SIGNED

9-9-89

PENALTY: Willfully false statements as to a material fact in a claim for education is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties

PART II—CERTIFICATIONS FOR PERSONS ON ACTIVE DUTY

NOTE: Part II does not apply if you are in the Reserves

20. ARMED FORCES EDUCATION SERVICES OFFICER'S CERTIFICATION

I CERTIFY THAT this individual has consulted with me regarding his/her education program.

A. SIGNATURE AND TITLE OF EDUCATION SERVICES OFFICER [illegible]

B. DATE SIGNED

21. COMMANDING OFFICER'S CERTIFICATION OF SERVICE

I CERTIFY THAT the records of this individual, who is under my command, are correct, and I verify the accuracy and completeness of the service and type of discharge or separation shown in Items 12A through 12I, the entries in Items 13A through 13C; and military education in Item 14C

AND, that of the active duty shown above, the following periods reflect:

a. Fulltime assignment by a service department to a civilian school, e.g. *Operation Bootstrap* for a course of education substantially the same as established courses for civilians
b. Time served under the provisions of Title 10 U.S.C., Section 511(d) *(Reserve or National Guard active duty for training)*
c. Non-creditable time. *(Time lost because of industrial or agricultural furlough, under arrest without acquittal, AWOL, desertion, undergoing sentence of court-martial, etc.)*

FROM *(Month, day, year)*	TO *(Month, day, year)*	SPECIFY WHETHER SCHOOLING, RESERVE, OR TIME LOST *(If none, write "NONE")*

22A. SIGNATURE OF COMMANDING OFFICER OR DESIGNEE

22B. UNIT

22C. DATE SIGNED

BEST COPY AVAILABLE

Form Approved
OMB No. 2900-0171

Veterans Administration

APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE
(Chapter 34 or 35, Title 38, U.S.C.)

1. VA FILE NO. (If Chap. 35, enter suffix in the PAYEE No. Box) 1 2 3 4 5 6 7 8 9
PAYEE NO.
2. VA OFFICE WHERE YOUR RECORDS ARE LOCATED (If known) Des Moines
FILE DESIG. V

IMPORTANT Before completing this form, read the instructions on the reverse. Type or print answers in ink. If additional space is required, attach separate sheets and key answers to item numbers. Return this form to the VA office where your records are located.

3. NAME OF APPLICANT (First, Middle, Last) HENRY SYLVESTER MARTINEZ
4. TELEPHONE NO. OF APPLICANT (Include Area Code) (209) 323-3140
5. NAME OF VETERAN (If other than applicant)
6A. INPUT ADDRESS FOR VA USE ONLY ☐ 1 - YES ☐ 2 - NO
6B. MAILING ADDRESS (Number and Street or rural route, City or P.O., and State) P.O. BOX 29145 LANCASTER CITY, IOWA
7. ZIP CODE 62819
FOR VA USE ONLY
FOREIGN MAIL CODE
8. NAME OF COURSE OR CURRICULUM IN WHICH YOU ARE CURRENTLY ENROLLED BA
9. CREDIT HOUR OR CLOCK HOUR LOAD 12
10. FINAL EDUCATIONAL, PROFESSIONAL, OR VOCATIONAL GOAL BA
(DO NOT WRITE IN THIS SPACE) (VA DATE STAMP)
11. UNIT SUBJECT(S) IN WHICH YOU HAD A DEFICIENCY REQUIRING INDIVIDUALIZED TUTORIAL ASSISTANCE Physics
12. NAME, POSITION AND ADDRESS OF TUTOR DR. JOYCE KAVNER, PROFESSOR CITY UNIVERSITY LANCASTER CITY, IOWA

13. SCHEDULE AND CHARGES FOR TUTORIAL ASSISTANCE

MONTH AND YEAR (A)	EXACT DATES OF SESSIONS (B)	NO. OF HOURS OF INSTRUCTION THIS MONTH (C)	CHARGE PER HOUR (D)	TOTAL CHARGES THIS MONTH (E)
FEBRUARY 1989	2, 4, 9, 11, 20	10	$10	$100

I CERTIFY THAT: (1) The facts stated above are true and correct; (2) I received the tutorial assistance shown above.

FOR VA USE ONLY
TOTAL PAYMENT DUE

14. DATE SIGNED 3/3/89
15. SIGNATURE OF APPLICANT (Do not print) Henry S Martinez

I HEREBY CERTIFY THAT: (1) I gave the applicant the tutorial assistance as shown above; (2) The charges to the applicant were as shown above; (3) Individualized tutorial assistance was given to the applicant; (4) I am not a close relative (spouse, parent, child, brother, sister) of the applicant.

16. DATE SIGNED 3/2/89
17. SIGNATURE OF TUTOR (Do not print) Dr. Joyce C Kavner

IT IS HEREBY CERTIFIED THAT: (1) The individualized tutorial assistance for the unit subject(s) shown above was required for the satisfactory pursuit of the student's approved program; (2) the tutor named above is qualified to conduct individualized tutorial assistance; (3) The charges do not exceed the customary charges for such tutorial assistance.

18. NAME AND ADDRESS OF EDUCATIONAL INSTITUTION CITY UNIVERSITY LANCASTER CITY, IOWA 62819
19. INDICATE WHETHER SCHOOL IS COLLEGE, JUNIOR COLLEGE OR OTHER THAN COLLEGE LEVEL (Check appropriate box)
☑ COLLEGE (4 YEAR) ☐ JUNIOR COLLEGE (2 YEAR) ☐ OTHER THAN COLLEGE LEVEL
20. DATE SIGNED 3/4/89
21. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL Betty Rutherford, REGISTRAR

PENALTY - Willfully false statements as to a material fact in a claim for education is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

FOR VA USE ONLY

APPROVAL DATE	SIGNATURE OF ADJUDICATOR	SIGNATURE OF FINANCE OFFICER (or designee)	DATE	STATION NUMBER
	-			

VA FORM 22-1990t
JUL 1982

EXISTING STOCKS OF VA FORM 22-1990t, FEB 1981, WILL BE USED.

Form Approved
OMB No. 2900-0074

Veterans Administration

REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING
(Under Chapter 30, 32, 34, Title 38 U.S.C. or Chapter 106, Title 10 U.S.C.)

IMPORTANT – Before completing this form, read the instructions carefully. Answer all questions fully. Type or print answers in ink. If additional space is needed, attach a separate sheet and key answers to item numbers. The law places certain restrictions on changes of program. (See paragraph 3 of instructions)

1 VA FILE NO
C-

2 FIRST – MIDDLE – LAST NAME OF APPLICANT
ROBERT T. SMITH

3 SOCIAL SECURITY NO
234-56-7890

4 VA OFFICE WHERE RECORDS ARE LOCATED (If known)

5A MAILING ADDRESS (No. and street or rural route, City or P.O., State and ZIP Code)
9021 SANFORD
WARREN, MI 48026

5B HOME TELEPHONE NO (Include Area Code)
(313) 268-9420

5C WORK TELEPHONE NO (Include Area Code)
(313) 226-4186

6 ARE YOU AN EMPLOYEE OF THE U.S. GOVERNMENT?
☑ YES ☐ NO (If "Yes," complete Item 8)

7A ARE YOU NOW ON ACTIVE DUTY?
☐ YES ☑ NO (If "Yes," complete Items 7B, 8, 17A and 17B)

7B DATE ACTIVE DUTY BEGAN (Mo., day, year)

8 WILL YOU RECEIVE NON-VA EDUCATIONAL ASSISTANCE FROM THE GOVERNMENT FOR THIS PROGRAM OF EDUCATION? (Complete only if you answered "Yes" to Item 6 or 7A)
☐ YES ☑ NO (If "Yes," give details, including the name of the assistance program, on a separate sheet)

9 NAME AND ADDRESS OF LAST SCHOOL OR TRAINING ESTABLISHMENT WHERE YOU LAST RECEIVED VA BENEFITS
MACOMB COMMUNITY COLLEGE
WARREN, MI

10 ACTUAL OR EXPECTED TERMINATION DATE OF TRAINING PERIOD IN ITEM 9 (Mo., day, yr)
12-22-88

11. REASON FOR CHANGING COURSE OR PLACE OF TRAINING
GRADUATED

PROGRAM OF EDUCATION

12. If you want professional counseling to help you plan your educational or vocational program, write "Yes" in the box provided and a counseling appointment will be arranged. You will be notified of the time and place. ▶ ☐

13 IF YOU HAVE SELECTED YOUR PROGRAM, WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THRU THE PROGRAM FOR WHICH YOU ARE APPLYING? (Highest degree or occupation)
CPA

14 LIST THE COURSES OR DEGREES REQUIRED BY YOU TO ATTAIN OBJECTIVE SHOWN IN ITEM 13 (List each diploma, degree or vocational course)
ACCOUNTING

15 EDUCATION
☑ A SCHOOL ATTENDANCE
☐ B INDEPENDENT STUDY
☐ C CORRESPONDENCE
☐ D APPRENTICESHIP OR ON THE JOB
☐ E FARM COOPERATIVE

16 NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT WHERE YOU WISH TO TAKE YOUR PROGRAM
OAKLAND UNIVERSITY
ROCHESTER MI

ARMED FORCES EDUCATION SERVICES OFFICER'S CERTIFICATION (Serviceperson only)

I CERTIFY THAT this individual has consulted with me regarding his or her educational program

17A DATE SIGNED

17B SIGNATURE, TITLE AND BRANCH OF SERVICE OF EDUCATION SERVICES OFFICER

INFORMATION REGARDING PRESENT DEPENDENTS (Veterans under Chapter 34 only)

IMPORTANT – If there has been any change in the number of your dependents which you have not reported to the VA, you should request VA Form 21-686c. Complete the VA Form 21-686c and submit it with this application form. If you are submitting VA Form 21-686c do not complete Items 18-21, skip to Items 22 and 23. If there has been no change in the number of your dependents, please complete Items 18-21 to verify your present dependents

18 CURRENT MARITAL STATUS (Check one)
☐ MARRIED (Also complete Item 19) ☐ UNMARRIED

19 FIRST NAME OF SPOUSE

20 FIRST NAME(S) OF YOUR DEPENDENT CHILD(REN) (If any)

21 DO YOU CLAIM ONE OR BOTH OF YOUR PARENTS AS DEPENDENTS? (Check appropriate box)
☐ NO ☐ MOTHER ONLY ☐ FATHER ONLY ☐ BOTH PARENTS

I HEREBY CERTIFY THAT all statements herein are true and complete to the best of my knowledge and belief. If I have requested counseling, I authorize release of school and testing records to the VA for use in counseling me and supervising my program of education and training

22 DATE SIGNED
4-16-89

23 SIGNATURE OF APPLICANT (Do Not Print)
SIGN HERE IN INK ▶ Robert T. Smith

PENALTY – Willful false statements as to a material fact in a claim for educational benefits is a punishable offense and may result in the forfeiture of these and other benefits and in criminal penalties.

VA FORM FEB 1987 22-1995

SUPERSEDES VA FORM 22-1995, JUL 1983, WHICH WILL NOT BE USED.

BEST COPY AVAILABLE

☆U.S. Government Printing Office 1979—281-638

Form Approved
OMB No. 076-R0[illegible]

VETERANS ADMINISTRATION

APPLICATION FOR REFUND OF EDUCATIONAL CONTRIBUTIONS

(VEAP, Chapter 32, Title 38, U.S.C.)

PRIVACY ACT INFORMATION: The information requested on this form is solicited under 38 U.S.C. 1623 (PL 94-502). This information is necessary to properly identify and refund the amount currently being held in the Post-Vietnam Era Veterans Education Account. Disclosure of information requested is voluntary. However, failure to provide this information may delay your refund payment. The information may be disclosed outside the VA as permitted by law, or as stated in the "Notices of Systems of VA Records" which have been published in the Federal Register in accordance with the Privacy Act of 1974.

IMPORTANT INSTRUCTIONS - Prior to completing this form, you should understand that you may be eligible to receive educational benefits. By completing this form, you will forfeit any entitlement you may have earned. If you have any questions concerning your eligibility, contact your nearest VA regional office before submitting this form. If you wish a refund, complete Part I and carefully read the instructions contained in Parts II and III. Failure to complete this form properly may result in delay of your refund.

PART I - IDENTIFICATION DATA

1. NAME OF APPLICANT RAYMOND ORAN JONES	2. SOCIAL SEC. NO. 123 45 6789	3. BRANCH OF SERVICE ARMY	4. VA FILE NO. *(If known)*

5. MAILING ADDRESS OF APPLICANT
5432 JASPER WALK
DETROIT, MICHIGAN
ZIP CODE ▶ 49112

6. ADDRESS OF COMMAND *(If on active duty)*

PART II - NOTICE OF DISENROLLMENT AND APPLICATION FOR REFUND

7. I request that I be disenrolled from the POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM. I further request that all funds that I have contributed to this program be refunded to me. I realize that by this disenrollment *I am forfeiting my entitlement* to receive educational benefits under this program. If I am on active duty, I may again enroll in this program by establishing a payroll deduction and thereby reestablish entitlement to educational benefits. However, I will not be able to regain the amount of entitlement I have so far accrued upon refund of these funds.

8. REASON FOR DISENROLLMENT
A ☐ PERSONAL HARDSHIP B ☐ EDUCATION COMPLETED C ☑ VOCATION OBTAINED D ☐ OTHER *(Specify)*

FOR APPLICANTS ON ACTIVE DUTY ▶

NOTE - The following signature block is to be completed only by applicants on active duty. Signature of Service Approving Official is required only upon disenrollment prior to completion of at least 12 monthly contributions to this program. Carefully read instructions in Part III after this portion is completed.

9. SIGNATURE OF APPLICANT	10. DATE	11. SIGNATURE AND TITLE OF SERVICE APPROVING OFFICIAL	12. DATE

FOR APPLICANTS NOT ON ACTIVE DUTY ▶

NOTE: The following signature block is to be completed only by applicants not on active duty, and must either be notarized by a Notary Public or certified by a VA official upon the applicant's personal appearance and presentation of valid identification at any VA regional office. Carefully read instructions to Part III after this portion is completed.

13A. SIGNATURE OF APPLICANT Raymond E Jones	13B. DATE 12-1-88	14A. SIGNATURE AND TITLE OF VA CERTIFYING OFFICIAL VBC	14B. DATE 12/1/88

Sworn to and subscribed before me this ______________ day of ______________, 19___

[SEAL]

____
Notary Public

My commission expires

PART III - CERTIFICATION

INSTRUCTIONS - Applicants on active duty should have Section A completed by the Finance Officer at his/her current installation. Applicants not on active duty should forward this form to the nearest VA Regional Office with a copy of DD Form 214, Notice of Discharge.

SECTION A - ON ACTIVE DUTY ▶

I certify that I have reviewed this document and attachment and that payment or refund is proper.

15. LAST ALLOTMENT *(Month, year)*	16. SIGNATURE OF INSTALLATION FINANCE OFFICER	17. DATE

SECTION B - NOT ON ACTIVE DUTY ▶

18. DATE OF DISCHARGE *Per DD Form 214*	19. SIGNATURE OF VA REGIONAL OFFICE FINANCE OFFICER	20. DATE

21. ADDRESS OF INSTALLATION OR VA REGIONAL OFFICE

VA FORM 4-5281
MAY 1979

EXISTING STOCKS OF VA FORM 4-5281, JUN 1978, WILL BE USED.

BEST COPY AVAILABLE

Form Approved
OMB No. 2900-0098

Veterans Administration

APPLICATION FOR SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE
(Under Provisions of Chapter 35, Title 38, U.S.C.)

1. VA FILE NUMBER *(If known)* XC26-789-123

IMPORTANT – Before completing this form, read the instructions on the attached sheet. Type or print answers in ink. If additional space is needed use Item 28, "Remarks" or blank paper and key answers to item numbers. Return this application to the VA office serving the area where the veteran's records are located, if known; or, if not known, to the VA office serving the area where you live.

PART I – GENERAL INFORMATION REGARDING APPLICANT

2. FIRST - MIDDLE - LAST NAME OF APPLICANT: Peter Miles Anderson
3. SOCIAL SECURITY NUMBER: 234 56 7890
4. DATE OF BIRTH: June 5, 1970
5. MAILING ADDRESS *(Include ZIP Code)*:
P.O. Box 2311
University City, Minnesota 73829-2311
6. RELATIONSHIP TO VETERAN: ☐ SPOUSE ☐ SURVIVING SPOUSE ☑ CHILD

PART II – INFORMATION CONCERNING DISABLED OR DECEASED VETERAN OR INDIVIDUAL ON ACTIVE DUTY

VA DATE STAMP
(For VA Use Only)

7. FIRST - MIDDLE - LAST NAME OF VETERAN, OR INDIVIDUAL ON ACTIVE DUTY ON WHOSE ACCOUNT BENEFITS ARE CLAIMED: Paul Martin Anderson
8. SOCIAL SECURITY NUMBER: 202 02 0202
9. DATE OF BIRTH: April 11, 1951
10. BRANCH OF SERVICE: Marines
11. SERVICE NUMBER: 12474722
12. DATE OF DEATH OR DATE LISTED AS MISSING IN ACTION OR P.O.W.: Feb. 23, 1970
13. VA OFFICE WHERE RECORDS ARE LOCATED *(City and State)*: Montgomery, Alabama

PART III – SPECIAL INFORMATION CONCERNING APPLICANT

14. IF YOU ARE THE SPOUSE OF A DISABLED VETERAN, IS A DIVORCE OR ANNULMENT PENDING? ☐ YES ☐ NO N/A
15. IF YOU ARE THE SURVIVING SPOUSE OF A VETERAN ON WHOSE ACCOUNT BENEFITS ARE CLAIMED, HAVE YOU REMARRIED SINCE HIS OR HER DEATH? ☐ YES ☐ NO N/A
16A. HAVE YOU EVER SERVED ON ACTIVE DUTY IN THE ARMED SERVICES? ☐ YES ☑ NO *(If "Yes," complete Items 16B, 16C and 16D)*
16B. BRANCH OF SERVICE
16C. ACTIVE DUTY DATES FROM TO
16D. TYPE OF SEPARATION OR DISCHARGE
17. WILL YOU RECEIVE EDUCATIONAL ASSISTANCE BENEFITS FOR YOUR TRAINING UNDER EITHER THE FEDERAL EMPLOYEES' COMPENSATION ACT OR THE GOVERNMENT EMPLOYEES' TRAINING ACT? ☐ YES ☑ NO *(If "Yes," give details in Item 28, "Remarks" or on a separate sheet)*

VETERANS ADMINISTRATION BENEFITS AND EDUCATION OR TRAINING PREVIOUSLY APPLIED FOR

18. TYPE OF BENEFITS *(Check applicable box(es))*
A. ☐ NONE
B. ☐ HOSPITALIZATION OR MEDICAL CARE
C. ☐ DISABILITY COMPENSATION OR PENSION
D. ☐ WAR ORPHANS OR DEPENDENTS EDUCATIONAL ASSISTANCE *(Complete Items 18H and 18I)*
E. ☐ EDUCATION OR TRAINING BASED ON YOUR OWN SERVICE *(Complete Items 19A and 19B)*
F. ☐ DENTAL OR OUTPATIENT TREATMENT
G. ☑ OTHER *(Specify)* D.I.C.

Complete only if Item 18D is checked ▶
18H. NAME OF PARENT
18I. PARENT'S FILE NUMBER
19A. YOUR OWN VA FILE NUMBER
19B. VA OFFICE WHERE YOUR RECORDS ARE LOCATED *(City and State)*

PART IV – PREVIOUS EDUCATION AND TRAINING

20A. TYPE OF SCHOOL	20B. NO. OF YEARS COMPLETED	DATES ATTENDED 20C. FROM	DATES ATTENDED 20D. TO	20E. NAME OR DESCRIPTION OF COURSE	20F. NAME AND LOCATION OF SCHOOL (City and State)
ELEMENTARY SCHOOL	8	1975	1984	Elementary & Secondary	Jeff Davis Elementary & Middle School - Montgomery, AL
HIGH SCHOOL	4	1984	1988	Secondary	Robert E. Lee High School Montgomery, AL.
COLLEGE					
VOCATIONAL OR TRADE					

20G. CHECK APPROPRIATE BOX AND ENTER DATE IN ITEM 20H
☑ GRADUATED FROM HIGH SCHOOL ☐ EXPECT TO GRADUATE ☐ DISCONTINUED HIGH SCHOOL ☐ PLAN TO DISCONTINUE
20H. DATE: June 15, 1988
21A. NAME OF APPRENTICESHIP OR OTHER ON-THE-JOB TRAINING COURSE *(If any)*
21B. DATES OF TRAINING FROM TO
21C. PLACE OF TRAINING
22A. HAVE YOU EVER HELD A LICENSE TO PRACTICE A PROFESSION OR JOURNEYMAN RATING TO WORK AT A TRADE? *(Examples - electrician, radio operator, teacher, lawyer, CPA, bricklayer, carpenter, etc.)* ☐ YES ☑ NO *(If "Yes," complete Items 22B and 22C)*
22B. NAME OF LICENSE OR JOURNEYMAN RATING
22C. STATE IN WHICH HELD
23A. HAVE YOU EVER BEEN EMPLOYED? ☐ YES ☑ NO *(If "Yes," complete Items 23B and 23C)*
23B. PRINCIPAL OCCUPATION
23C. NUMBER OF MONTHS EMPLOYED IN THIS OCCUPATION

VA FORM MAR 1980 22-5490

SUPERSEDES VA FORMS 22-5490, NOV 1976 AND 22-5490a, DEC 1976, WHICH WILL NOT BE USED.

BE SURE TO COMPLETE REVERSE SIDE

PART V – VA COUNSELING

24A. IF YOU WOULD LIKE PROFESSIONAL EDUCATIONAL AND VOCATIONAL COUNSELING TO ASSIST YOU IN PLANNING AN EDUCATIONAL PROGRAM, PLEASE WRITE "YES" IN THIS BOX AND PROVIDE YOUR TELEPHONE NUMBER IN ITEM 24B. PLEASE SKIP TO PART VI IF YOU ARE NOT REQUESTING VA COUNSELING ▶ YES

24B. TELEPHONE NUMBERS (Include Area Code)

HOME (609)233-3133

WORK —

PART VI – EDUCATIONAL PLAN

If you have selected the program for which you would like to receive VA educational benefits, please complete Items 25 and 26.

25A. IF YOU KNOW THE PROGRAM YOU WANT, WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH? *(Highest degree or occupation)*

Lawyer

25B. IF YOU HAVE SELECTED YOUR PROGRAM, DESCRIBE THE COURSE(S) YOU WILL BE TAKING *(List each diploma and degree or vocational course)*

Bachelor's
Jurisdoctorate

25C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT

University City State College
University City, MN

25D. EXPECTED DATE OF ENROLLMENT August 23, 1988

25E. LENGTH OF PROGRAM 4 years

25F. EDUCATION OR TRAINING WILL BE BY.

☑ SCHOOL ATTENDANCE
☐ INDEPENDENT STUDY
☐ FARM COOPERATIVE
☐ APPRENTICESHIP OR ON-THE-JOB
☐ CORRESPONDENCE *(Spouse or surviving spouse only)*

26. ESTIMATED COST OF YOUR COMPLETE PROGRAM ▶	A. TUITION	B. BOOKS AND OTHER FEES	C. TOTAL COST
	$ 12,000	$ 10,000	$ 22,000

PART VII – ELECTION (SON OR DAUGHTER ONLY)

IMPORTANT – The commencement of a program of education or special restorative training under Chapter 35 will generally prohibit future payments of compensation, pension, or dependency and indemnity compensation which might otherwise be payable as a result of your school attendance. **READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING ITEM 27.**

27. I CERTIFY THAT I understand the effects of an election of Chapter 35 benefits and that I elect to receive such benefits from the following date ▶ MONTH, DAY, YEAR August 23, 1988

28. REMARKS

PART VIII – SIGNATURES

NOTE – If the applicant is a minor, the parent, guardian, or custodian MUST sign Item 31A.

I CERTIFY THAT the information given in this application is true and accurate to the best of my knowledge and belief. If I have requested counseling, I authorize release of school and testing records to the VA for use in counseling me and supervising my program of education or training.

29A. SIGNATURE OF APPLICANT Peter Miles Anderson

29B. DATE SIGNED July 28, 1988

30A. IF APPLICANT IS A MINOR, GIVE NAME OF PARENT, GUARDIAN OR CUSTODIAN *(Type or print)*

30B. ADDRESS *(Include ZIP Code)*

31A. SIGNATURE OF *(Check one)*

☐ PARENT ☐ GUARDIAN ☐ CUSTODIAN

SIGN HERE ▶

31B. TELEPHONE NUMBER

PENALTY – Willfully false statements as to a material fact in a claim for educational benefits is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

©U.S. Government Printing Office: 1984—421-486/8267

Form Approved
OMB No. 2900-0099

Veterans Administration

1A. VA FILE NO.
XS526789 0123

1B. SUFFIX LETTER
W

REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING

Survivors' and Dependents' Educational Assistance

(Under provisions of Chapter 35, Title 38, U.S.C.)

2. ADDRESS OF VA OFFICE WHERE YOUR RECORDS ARE LOCATED (If known)
Seattle

IMPORTANT – Before completing this form read the instructions carefully. Answer all questions fully. Type or print answers in ink. If an item does not apply enter "NA" (Not Applicable) in the space. The law places certain restrictions on changes of programs. (See paragraph 3 of instructions)

3. FIRST NAME - MIDDLE NAME - LAST NAME OF APPLICANT
Marilyn Boyce Jeffries

4. FIRST NAME - MIDDLE NAME - LAST NAME OF VETERAN
James Richard Jeffries

5A. MAILING ADDRESS OF APPLICANT (No. and street or rural route, city or P.O., State and ZIP Code)
5819 Cape Ferry Court
Bridgeport, Washington 22691

5B. HOME TELEPHONE NO. (Include Area Code)
(306) 789-4150

5C. WORK TELEPHONE NO. (Include Area Code)
(306) 297-5820

6A. ARE YOU NOW ON ACTIVE DUTY IN THE ARMED FORCES?
☐ YES ☑ NO (If "Yes," complete Item 6B)

6B. DATE COMMENCED ACTIVE DUTY (Mo., day, yr.)

7. IF YOU ARE THE SPOUSE OF A DISABLED VETERAN, IS A DIVORCE OR ANNULMENT PENDING?
☐ YES ☐ NO N/A

8. IF YOU ARE THE SURVIVING SPOUSE OF A VETERAN ON WHOSE ACCOUNT BENEFITS ARE CLAIMED, HAVE YOU REMARRIED SINCE HIS OR HER DEATH?
☐ YES ☑ NO

9A. ARE YOU AN EMPLOYEE OF THE U.S. GOVERNMENT?
☐ YES ☑ NO

9B. WILL YOU RECEIVE EDUCATIONAL ASSISTANCE BENEFITS OTHER THAN VA PAYMENTS, SOCIAL SECURITY OR RAILROAD RETIREMENT BENEFITS FROM THE GOVERNMENT FOR YOUR TRAINING?
☐ YES ☑ NO (If "Yes," give details, including the name of the assistance program in Item 19, "Remarks")

10. NAME AND ADDRESS OF LAST PLACE OF EDUCATION OR TRAINING UNDER THIS LAW
Bridgeport Community College
Bridgeport, WA

11. ACTUAL OR EXPECTED TERMINATION DATE OF TRAINING PERIOD IN ITEM 10 (Mo., day, yr.)
6/6/86

12. REASON FOR CHANGING COURSE OR PLACE OF TRAINING
Graduated

PROGRAM OF EDUCATION OR TRAINING

13. IF YOU WANT PROFESSIONAL COUNSELING TO HELP YOU PLAN YOUR EDUCATIONAL OR VOCATIONAL PROGRAM WRITE "YES" IN THIS BOX AND A COUNSELING APPOINTMENT WILL BE ARRANGED. YOU WILL BE NOTIFIED OF THE TIME AND PLACE ▶ ☐

14. IF YOU HAVE SELECTED YOUR PROGRAM, WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? (Highest degree or occupation)
Bachelor of Science Degree

15. DESCRIBE THE COMPLETE PROGRAM IN GENERAL TERMS (List each diploma, degree or vocational course)
Major – Health Administration

16. EDUCATION OR TRAINING WILL BE BY:
☑ SCHOOL ATTENDANCE
☐ INDEPENDENT STUDY
☐ FARM COOPERATIVE
☐ APPRENTICESHIP OR ON-THE-JOB
☐ CORRESPONDENCE (Spouse or Surviving Spouse only)

17. NAME AND ADDRESS OF SCHOOL WHERE YOU WISH TO TAKE YOUR PROGRAM (If different from Item 10)
Emerald City College of
Health Sciences
Seattle, Washington

18. ESTIMATED COST OF YOUR COMPLETE PROGRAM (Tuition and Fees)
$16,000

19. REMARKS

I HEREBY CERTIFY THAT all statements herein are true and complete to the best of my knowledge and belief. If I have requested counseling, I authorize release of school and testing records to the VA for use in counseling me and supervising my program of education and training.

20A. DATE SIGNED
10/7/88

20B. SIGNATURE OF APPLICANT (Do not print)
SIGN HERE IN INK ▶ Marilyn B. Jeffries

PENALTY – Willfully false statements as to a material fact in a claim for educational benefits is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

VA FORM 22-5495
OCT 1981

SUPERSEDES VA FORMS 22-5495, MARCH 1979, AND 22-5495a, MARCH 1978, WHICH WILL NOT BE USED.

OMB Approved No. 2900-0209
Respondent Burden: 1/4 hour

Department of Veterans Affairs

APPLICATION FOR WORK-STUDY ALLOWANCE

(Chapters 30, 31, 32, and 35 Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.)

1. VA FILE NUMBER (If known)
135-79-2468

2. FIRST NAME - MIDDLE NAME - LAST NAME OF APPLICANT
KENNETH ROBERT TUCKER

3. SOCIAL SECURITY NO.
135-79-2468

4. CURRENT MAILING ADDRESS (Include number and street, or rural route, city or P.O., State and ZIP Code)
8989 FIFTH ST.
LITTLE FALLS, AZ 44694

5. DATE OF BIRTH
8-1-68

6A. MARITAL STATUS
☑ SINGLE, DIVORCED OR WIDOWED ☐ MARRIED

6B. NUMBER OF DEPENDENTS
0

7. DO YOU HAVE A DISABILITY RATED AS SERVICE-CONNECTED BY THE VA?
☐ YES ☑ NO (If "Yes," complete Items 8 and 9)

8. PERCENT OF DISABILITY RATING
%

9. TYPE OF DISABILITY

10. NAME AND ADDRESS OF SCHOOL IN WHICH YOU ARE ENROLLED
CHARLES COUNTY COMMUNITY COLLEGE
2000 COUNT LINE ROAD
LITTLE FALLS, AZ 44698

11. TELEPHONE NUMBER AND HOURS AT WHICH YOU MAY BE REACHED DURING THE DAY
(601)
PHONE NO. 699-4241
HOURS 9:00 A.M. to 5:00 P.M.

12. CURRENT EDUCATIONAL OR TRAINING PROGRAM (Indicate major if college level program)
BS- BUSINESS

13. CLASS OR YEAR IN PROGRAM
JUNIOR

14. CURRENT ENROLLMENT PERIOD
A. BEGINNING DATE (Mo., day, year) 9-10-90
B. ENDING DATE (Mo., day, year) 12-21-90

15. DO YOU INTEND TO ENROLL IN YOUR SCHOOL'S NEXT REGULARLY SCHEDULED SEMESTER, QUARTER OR OTHER ENROLLMENT PERIOD?
☑ YES ☐ NO (If "Yes," complete Item 16)

16. NEXT ENROLLMENT PERIOD
A. BEGINNING DATE (Mo., day, year) 1-3-91
B. ENDING DATE (Mo., day, year) 6-7-91

NOTE: If you are currently employed, please complete Items 17A through 17D

17A. NAME OF EMPLOYER
N/A

17B. TITLE OF YOUR POSITION

17C. AVERAGE HOURS WORKED PER WEEK

17D. SALARY OR EARNINGS
$ PER

NOTE: See information and instructions on reverse before completing the Items below

18. WORK SITE PREFERENCE
SCHOOL

19. TOTAL WORK-STUDY HOURS REQUESTED DURING THIS ENROLLMENT PERIOD (Not to exceed 25 times the number of weeks in the enrollment period)
250 HOURS

20. WHEN WOULD YOU PREFER TO WORK
☐ DURING SCHOOL TERM
☐ BETWEEN SCHOOL TERM
☑ BOTH DURING AND BETWEEN SCHOOL TERMS
☐ NO PREFERENCE

21. DAYS AND HOURS DURING THE WEEK YOU WOULD BE AVAILABLE

✓	DAYS	HOURS
✓	MONDAY	2:00 - 5:00 p.
✓	TUESDAY	2:00 - 5:00 p
✓	WEDNESDAY	2:00 - 5:00 p
✓	THURSDAY	2:00 - 5:00 p
✓	FRIDAY	2:00 - 5:00 p

22. INTEREST IN PROGRAM

23. FINANCIAL NEED

24. SIGNATURE OF APPLICANT (Do NOT print)
Kenneth R. Tucker

25. DATE SIGNED
9-10-90

VA FORM MAR 1990 20-8691

SUPERSEDES VA FORM 20-8691, APR 1983, WHICH WILL NOT BE USED.

Form Approved
OMB No 2900-0383

Veterans Administration

APPLICATION FOR EDUCATIONAL ASSISTANCE TEST PROGRAM BENEFITS

(Section 901, PL 96-342)

1 VA FILE NO *(If known)*

2 VA OFFICE WHERE RECORDS ARE LOCATED *(If known)*

IMPORTANT: Part I-APPLICANT: Before completing this form read the Information and Instructions on the reverse. Type or print answers in ink. If additional space is required, attach separate sheets and key answers to item numbers. If you are on active duty, Part II must be completed by your commanding officer.

3 NAME OF APPLICANT *(First, middle, last)*: DANIEL ELIJAH COURTNEY

4. SOCIAL SECURITY NUMBER: 892-76-7622

5 MAILING ADDRESS *(Number and Street or rural route, City or P.O., State and ZIP Code)*:
1701 FANTASY LANE
STONE MOUNTAIN, GEORGIA 30329

6. DATE OF BIRTH *(Month, day, year)*: 5-16-62

7. TELEPHONE NO. *(Include Area Code)*: (804) 782-4591

8. VETERANS ADMINISTRATION BENEFITS PREVIOUSLY APPLIED FOR

☐ A EDUCATION OR TRAINING BASED ON YOUR OWN MILITARY SERVICE *(38 U.S.C. Ch. 31, 32 or 34)*

☐ B SURVIVORS AND DEPENDENTS EDUCATIONAL ASSISTANCE *(Ch. 35) (If checked, complete Items 8F and 8G below)*

☐ C DISABILITY COMPENSATION OR PENSION

☑ D. NONE

☐ E OTHER *(Specify)*

COMPLETE ONLY IF BOX 8B IS CHECKED ▶ F NAME OF PARENT | G PARENT'S FILE NUMBER

9. SERVICE INFORMATION

NOTE: Attach Copy 4 (or any other available copy) of your DD Form 214 for each completed period of active military service. Complete items 9A through 9E for any period for which you cannot attach a DD Form 214. In all instances, you MUST COMPLETE ITEM 9F. *(See instruction number 4 on reverse)*

DATE ENTERED ACTIVE DUTY A.	DATE SEPARATED FROM ACTIVE DUTY B.	TYPE OF SEPARATION OR DISCHARGE C.	BRANCH OF SERVICE D.	GRADE OR RANK E.
6-15-81	6-14-85	Honorable	ARmy	E-5

PRESENT MILITARY STATUS ▶ F ARE YOU NOW ON ACTIVE DUTY? ☐ YES ☑ NO *(If "Yes," complete Item 9G and obtain the signature required in Part II below)*

G BRANCH OF SERVICE

10. PROGRAM OF EDUCATION AND ENROLLMENT INFORMATION.

A WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? *(Highest degree or occupation.)*: Ph.D.

B DESCRIBE THE COURSE YOU WILL BE TAKING *(List each diploma and degree or vocational course)*:
BAchelors
MASTERS
DOCTORATE

C DATE YOUR PROGRAM WILL BEGIN *(Month, day, year)*: 6-10-89

D. NAME AND MAILING ADDRESS OF SCHOOL *(Include ZIP Code)*:
Georgia Engineering Academy
1651 Riverdale Hwy.
Silver Springs, GA. 30351

11 REMARKS

I HEREBY CERTIFY that all statements made herein are true and complete to the best of my knowledge and belief, and I herewith apply for a program of education under Section 901, Public Law 96-342.

12A. DATE SIGNED: 3/29/89

12B. SIGNATURE OF APPLICANT *(Do Not Print)* SIGN HERE IN INK ▶ Daniel E. Courtney

PENALTY — Willfully false statements as to a material fact in a claim for education is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.

PART II - COMMANDING OFFICER'S CERTIFICATION OF SERVICE

I CERTIFY THAT the records of this individual, who is under my command, are correct, and I verify the accuracy and completeness of the service and type of discharge or separation shown in Item 9.

13A. DATE

13B. SIGNATURE OF COMMANDING OFFICER OR DESIGNEE

13C. UNIT

VA FORM 22-8889
MAY 1987

EXISTING STOCKS OF VA FORM 22-8889, MAY 1983, WILL BE USED

Form Approved
OMB No. 2900-0390

Veterans Administration

APPLICATION OF SURVIVING SPOUSE OR CHILD FOR REPS BENEFITS
(RESTORED ENTITLEMENT PROGRAM FOR SURVIVORS)

PRIVACY ACT INFORMATION AND PAPERWORK REDUCTION ACT NOTICE: Benefits shall not be granted unless this form is completed fully, as requested by existing law (38 U.S.C. 3001). The information required by this form is considered relevant and necessary to determine maximum benefits provided under the law. Responses may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in VA system of records, 58VA21/22, Compensation, Pension, and Education and Rehabilitation Records - VA, published in the Federal Register.

IMPORTANT INFORMATION

WHO IS ELIGIBLE - Benefits are payable to certain survivors of members or former members of the Armed Forces who died while on active duty prior to August 13, 1981, or who died from a disability incurred in or aggravated by active duty prior to August 13, 1981.

SURVIVING SPOUSE: If you were married to the veteran at the time of his or her death and are not currently married, you may be eligible for REPS benefits for yourself when the youngest child in your care reaches age 16. These benefits will terminate when the child reaches age 18, whether or not the child is still in high school.

CHILD: If you are an unmarried child of the veteran between the ages of 18 and 22 and are attending a post-secondary school full time, you may be eligible for REPS. In the United States "postsecondary school" refers to school above the level of high school. If you are age 18 and still in high school, you are not eligible for REPS. However, you may apply to the Social Security Administration for an extension of benefits.

INSTRUCTIONS

If you are applying as a surviving spouse whose youngest child in care is age 16 or 17, write your own name in Item 5 below. You should leave Part II blank. All other questions on the form pertain to you and not to your child. If you are the veteran's child, age 18 to 22 and attending college or other postsecondary school full time, you should enter your name in Item 5. All the questions on this form pertain to you. If you are signing as parent or guardian on behalf of a child who is about to turn 18, be sure to enter the child's name in Item 5 and answer all questions on the form with information about the child. NOTE: This form is intended to serve as an application for only one person. Additional forms can be obtained from your nearest VA regional office.

NOTE: Action on your claim may be delayed if you do not provide all of the information requested. You are required to estimate wage information in Part III, even if you do not know exactly what your wages will be. If you need additional space, use Item 21, "REMARKS", or attach a separate sheet and label your answers to correspond to the question numbers on the form. Please include the veteran's full name and VA file number on each sheet. Please type or print in ink. Send the completed form to the VA regional office nearest you.

PART I - TO BE COMPLETED BY CLAIMANT

1. FIRST - MIDDLE - LAST NAME OF DECEASED Denise Deborah Dempsey	2. SOCIAL SECURITY NO. OF DECEASED 458 62 7858	3. VA FILE NUMBER XC- 22 168 294

4. BRANCH OF SERVICE OF DECEASED
☐ ARMY ☑ NAVY ☐ AIR FORCE ☐ MARINES ☐ COAST GUARD

5. FIRST - MIDDLE - LAST NAME OF CLAIMANT *(SEE INSTRUCTIONS)* Deborah Martin Dempsey	6. DATE OF BIRTH 2-4-70	7. SOCIAL SECURITY NUMBER 471 89 9799

8. RELATIONSHIP TO DECEASED DAUGHTER	9. ADDRESS OF CLAIMANT *(Number and street or rural route, city or P.O., State and ZIP Code)* 1006 Walnut Avenue, Jefferson Bay, Massachusetts 28746

10A. HAVE YOU MARRIED SINCE THE VETERAN'S DEATH? ☐ YES ☑ NO *(If "Yes," complete Items 10B and 10C)*	10B. DATE YOU MARRIED	10C. DATE YOUR MARRIAGE TERMINATED

11. ARE YOU A FULL - TIME STUDENT IN A COURSE BEYOND THE HIGH SCHOOL LEVEL?
☑ YES ☐ NO

PART II - TO BE COMPLETED ONLY IF CLAIMANT IS CHILD ENROLLED IN SCHOOL

NOTE - Complete information for periods of attendance after eighteenth birthday

12. CURRENT SCHOOL YEAR

	DATES OF ATTENDANCE	
A. NAME AND ADDRESS OF SCHOOL	B. BEGINNING DATE *(Mo.,day, year)*	C. ENDING DATE *(Mo.,day, year)*
Bakersfield State University Bakersfield, Massachusetts	8-10-88	6-2-89

VA FORM
MAR 1988 21-8924

SUPERSEDES VA FORM 21-8924, OCT 1984,
WHICH WILL NOT BE USED.

12. CURRENT SCHOOL YEAR *(CONTINUED)*

D. TYPE OF SCHOOL
☑ COLLEGE - UNDERGRADUATE LEVEL ☐ COLLEGE - GRADUATE LEVEL
☐ TECHNICAL, TRADE OR VOCATIONAL ☐ OTHER *(Specify)*

E. FOR COLLEGE LEVEL PROGRAMS INDICATE ATTENDANCE BASIS
☑ SEMESTER HOURS ☐ QUARTER HOURS

F. NUMBER OF HOURS PER WEEK SCHEDULED TO ATTEND
12

13. LAST SCHOOL YEAR

A. NAME AND ADDRESS OF SCHOOL
Jefferson High School
Jefferson City, Massachusetts

DATES OF ATTENDANCE
B. BEGINNING DATE *(Mo.day, year)* 9-4-87
C. ENDING DATE *(Mo.day, year)* 6-16-88

D. TYPE OF SCHOOL
☐ COLLEGE - UNDERGRADUATE LEVEL ☐ COLLEGE - GRADUATE LEVEL
☐ TECHNICAL, TRADE OR VOCATIONAL ☑ OTHER *(Specify)* H/S

E. FOR COLLEGE LEVEL PROGRAMS INDICATE ATTENDANCE BASIS
☐ SEMESTER HOURS ☐ QUARTER HOURS

F. NUMBER OF HOURS PER WEEK ATTENDED

14. DO YOU INTEND TO CONTINUE OR RETURN TO SCHOOL IN FULL-TIME ATTENDANCE AFTER THE DATE ENTERED IN ITEM 12C?
☑ YES ☐ NO *(If "YES," complete Items 15A thru 15F)*

15. FUTURE SCHOOL YEAR

A. NAME AND ADDRESS OF SCHOOL
Bakersfield State University
Bakersfield, Massachusetts

DATES OF ATTENDANCE
B. BEGINNING DATE *(Mo.day, year)* 8-12-89
C. ENDING DATE *(Mo.day, year)* 6-4-90

D. TYPE OF SCHOOL
☑ COLLEGE - UNDERGRADUATE LEVEL ☐ COLLEGE - GRADUATE LEVEL
☐ TECHNICAL, TRADE OR VOCATIONAL ☐ OTHER *(Specify)*

E. FOR COLLEGE LEVEL PROGRAMS INDICATE ATTENDANCE BASIS
☑ SEMESTER HOURS ☐ QUARTER HOURS

F. NUMBER OF HOURS PER WEEK SCHEDULED TO ATTEND
12

16. WILL YOU BE PAID OR HAVE YOU BEEN PAID BY YOUR EMPLOYER TO ATTEND SCHOOL?
☐ YES ☑ NO *(If "YES," give your employer's name and address)*

PART III - EMPLOYMENT AND WAGE INFORMATION

17. ARE YOU NOW EMPLOYED? *(If "YES," enter your employer's name and address in Item 21)*
☐ YES ☑ NO

18. DO YOU EXPECT TO BE EMPLOYED NEXT YEAR?
☐ YES ☑ NO

19A. TOTAL EARNINGS FOR LAST CALENDAR YEAR
$ 0 1988

19B. MAXIMUM EXPECTED EARNINGS FOR THIS CALENDAR YEAR? *(You must make an estimate)*
$ 0 1989

19C. MAXIMUM EXPECTED EARNINGS FOR NEXT CALENDAR YEAR? *(You must make an estimate)*
$ 0 , 1990

19D. ARE YOU SELF EMPLOYED?
☐ YES ☑ NO *(If "YES," complete Item 19E)*

19E. HOW MANY HOURS PER MONTH DO YOU WORK IN SELF EMPLOYMENT?

20. NAME(S), ADDRESS(ES) AND RELATIONSHIP TO DECEASED OF ANY OTHER SURVIVOR(S) *(For relationship use - Surviving Spouse, Child under 18 years of age, or full-time Postsecondary School Student)*
Martin Duchesne Dempsey (Surviving Spouse) 1006 Walnut Ave.
Jefferson Bay, MA. 22196

21. REMARKS

IMPORTANT - IT IS YOUR DUTY TO REPORT ANY CHANGES IN STATUS. You must notify the VA immediately of any change in school enrollment, marital, or work status as benefits may be affected.

I CERTIFY THAT the previous statements are true and correct to the best of my knowledge and belief.

22A. SIGNATURE OF CLAIMANT, CUSTODIAN, OR GUARDIAN
Deborah Dempsey

22B. DATE SIGNED
8-12-88

PENALTY - The law provides severe penalties which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false, or for the fraudulent acceptance of any payment to which you are not entitled.

PART IV - TO BE COMPLETED BY THE VETERANS ADMINISTRATION

23. POSTSECONDARY SCHOOL APPROVAL DATA

A. NAME(S) OF SCHOOL(S)		B. ARE REQUIREMENTS OF 6821-1, PAR. 10.06b MET?	C. APPROVAL DATE(S) *(January 1, 1983 or later)*	D. FULL-TIME ATTENDANCE *(Hours)*
CURRENT				
PREVIOUS				

I HEREBY CERTIFY THAT the deceased died on active duty prior to August 13, 1981, or died from a service-connected disability incurred or aggravated prior to August 13, 1981.

CERTIFICATION OF SERVICE-CONNECTION OR DEATH ON ACTIVE DUTY

24A. SIGNATURE AND TITLE OF VA OFFICIAL
24B. VARO (CITY) AND STATION NUMBER
24C. DATE SIGNED

☆U.S. GOVERNMENT PRINTING OFFICE: 1983 - 382-991/10445

144

GROUP II - CERTIFICATION FORMS

DVA FORM NUMBER	TITLE	Page No.
22-1905	Authorization and Certification into Rehabilitation (Chapter 31)	B-21
22-1999	Enrollment Certification	B-22
22-1999b	Notice of Change in Student Status	B-30
22-1999v	Certification of Delivery of Advance Payment and Enrollment	B-36
22-6553	Verification of Pursuit of Course Leading to a Standard College Degree	B-37
22-6553a	Certification of Attendance	B-38
22-8979	Student Verification of Enrollment for a Course Leading to a Standard College Degree (Chapter 30)	B-40

Form Approved
OMB No. 2900-0014

Veterans Administration

AUTHORIZATION AND CERTIFICATION OF ENTRANCE OR REENTRANCE INTO REHABILITATION AND CERTIFICATION OF STATUS

PRIVACY ACT INFORMATION: The information requested on this form is necessary to determine entitlement to benefits for which you have applied. Responses may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

SECTION A - NOTICE TO VETERAN OR ELIGIBLE CHILD UNDER CHAPTER 35

1. NAME AND MAILING ADDRESS OF VETERAN OR ELIGIBLE CHILD

James J. Jones
1234 Heartland Drive
Harleyville, VA 22222

2. FILE NUMBER
C 22 222 222

INSTRUCTIONS TO VETERAN OR ELIGIBLE CHILD

a. You are authorized to report on or about the date shown in item 8 to the school or on-job training establishment shown in item 9 for the purpose of beginning or resuming the rehabilitation program authorized in item 3 below.

b. Retain copy 4 of this form for your records. It will serve as your introduction to your training facility if you need it.

c. If travel is involved, covering instructions are attached or will be provided.

IMPORTANT-No further benefits may be paid under this program unless this form is completed and filed as required by existing law(38U.S.C. 1780).

SECTION B - AUTHORIZATION TO SCHOOL, ON-JOB TRAINING ESTABLISHMENT OR OTHER FACILITY

You are hereby authorized to enter or reenter the veteran named in item 1 into rehabilitation in the following program.

3. PROGRAM OBJECTIVE IN IWRP: B.A. History

4. ESTABLISHED LENGTH OF PLANNED PROGRAM *(If re-entrance, months remaining)*: 36 months

5. ADVANCE PAYMENT AUTHORIZED: ☐ YES ☒ NO

6. REHABILITATION GOAL: Teacher, Secondary School

7. D.O.T. CODE: 091.221

8. EFFECTIVE DATE OF THIS AUTHORIZATION: 7/25/88

9. NAME AND MAILING ADDRESS OF SCHOOL, ESTABLISHMENT OR OTHER FACILITY

Grover State College
6789 Skyline Drive
Franklin Park, VA 22212

INSTRUCTIONS TO SCHOOL OR OTHER FACILITY

Please complete Section C and return the original of this form to the address shown in item 17A. The individual named in item 1 has been given a copy of this form. You may detach and keep copy 3 for your records.

Vouchers for the individual's tuition, fees, books, and supplies are paid in arrears directly to the institution by the VA in accordance with governing regulations and the document indicated in item 11. Please forward vouchers for these charges to the office listed in item 17A.

10A. SIGNATURE OF CASE MANAGER: Rhea B. Litacione

10B. DATE SIGNED: 7/27/88

SECTION C - CERTIFICATION TO THE VETERANS ADMINISTRATION THAT THE INDIVIDUAL HAS ENTERED OR REENTERED AND IS PURSUING THE PLANNED PROGRAM *(To be completed by the responsible facility official or individual providing services)*

11. I CERTIFY THAT the individual named in item 1 began or resumed the program shown in item 3 on the date shown in item 12 and he or she is now pursuing or enrolled in that program. Charges for this program are in accordance with our current *(Check appropriate box)*

☐ VA CONTRACT OR AGREEMENT ☒ SCHOOL CATALOG ☐ BROCHURE WITH PUBLISHED SUPPLEMENT

12. DATE INDIVIDUAL BEGAN OR RESUMED PROGRAM *(May not be earlier than item 8)*: 9-5-88

13. ENDING DATE OF PROGRAM, SCHOOL YEAR OR OTHER ENROLLMENT PERIOD *(The ending date for entire current enrollment period should be specified.)*: 5-17-89

14. NO. OF HOURS REGISTERED FOR THIS TERM FOR WHICH CREDIT WILL BE GIVEN *(If applicable)*

A. SEMESTER HOURS: 12

B. QUARTER HOURS:

C. STANDARD CLASS SESSIONS PER WEEK *(If less than no. of semester or quarter hours certified or if the term is of nonstandard length)*: 11

15. CLOCK HOURS PER WEEK:

16. HAS ADVANCE PAY BEEN DELIVERED TO VETERAN? ☐ YES ☒ NO

17A. ADDRESS OF VETERANS ADMINISTRATION OFFICE

Department of Veterans Affairs
210 Franklin Road, SW
Roanoke, VA 24011

17B. SIGNATURE OF RESPONSIBLE OFFICIAL: C Official

17C. TITLE OF RESPONSIBLE OFFICIAL: ReGisTRAR

17D. NAME OF FACILITY: GRover STaTe College

17E. DATE SIGNED: 9-7-88

VA FORM FEB 19[illegible] 28-1905

SUPERSEDES VA FORM 28-1905, JAN 19[illegible], WHICH WILL NOT BE USED.

COPY 1 - R & E FOLDER

FORM 22-1999, ENROLLMENT CERTIFICATION

(Under Chapters 30, 32, 34, or 35, title 38, U.S.C.
or Chapter 106, 10 U.S.C.)

See Section 6, "The Certification Process - Completion of the Enrollment Certification," for detailed information on how to complete this form.

Entitlement to educational assistance benefits cannot be established nor can payments be authorized until an Enrollment Certification is received by the Department of Veterans Affairs. An Enrollment Certification which is questionable or incomplete requires its return to the institution or other development action which will result in a delay of the approval of a student's benefit payments.

Page	Examples
B-23	A new IHL student, with 12 credit hours of prior credit, who plans to attend for the full year. This sample shows specific dates, credit hours, and deficiency courses which will be pursued in both terms being certified. The sample also shows the student's request for advance payment.
B-25	Student is certified in undergraduate program in terms of nonstandard lengths where standard class sessions must also be reported. In addition, student is certified for one independent study course.
B-26	A serviceperson is certified in a graduate program. Since the student is on active duty, charges for tuition and fees must be shown.
B-27	A Chapter 35 child is certified in a NCD program. Weekly days and hours of attendance must be shown.
B-28	Concurrent Enrollment. The parent institution, Franklin Institute of Electronics, certifies to acceptance of credit from Elm City College.
B-29	Concurrent Enrollment. Elm City College reports less than half-time enrollment and shows the cost of tuition and fees.

NOTE - Reverse carbon paper *before completing other side*

OMB Approved No. 2900-0073
Respondent Burden: 1/6 hour

Veterans Administration

ENROLLMENT CERTIFICATION
(Under Chapters 30, 32, 34, or 35, Title 38, U.S.C. or Chapter 106, 10 U.S.C.)

IMPORTANT: No further benefits may be paid under this program unless this form is completed and filed as required by existing law (38 U.S.C. 1784).

IDENTIFYING DATA

1. NAME OF STUDENT OR TRAINEE *(First, middle, last)*: Charles C. Crosby
2. VA OFFICE HAVING RECORDS *(If known)*: St. Louis
3. VA FILE NO. *(For Ch. 35, include suffix)*: 123 45 6789

4A. CURRENT MAILING ADDRESS OF STUDENT OR TRAINEE *(Number and street or rural route, City or P.O., State and ZIP Code) (If on active duty, give complete mailing address)*

1379 Success Street
Bennettsville, ND 45678

4B. CHANGE OF ADDRESS *(If Item 4A is a change of address, check box)* ☐

5. SOCIAL SECURITY NO. *(If not shown in Item 3)*:

6. DATE OF BIRTH *(If known)*: 3-15-67

GENERAL INFORMATION

7. TYPE OF TRAINING *(Check the type of training being certified; complete other indicated items if they apply. Always complete Items 18A thru 18C after reading the Certifications on reverse)*

☒ UNDERGRADUATE STANDARD COLLEGE DEGREE *(Complete Items 8-11, 13, and 16)*
☐ COOPERATIVE *(Not farm) (Complete Items 8-12, 13, and 16)*
☐ CORRESPONDENCE COURSE *(Complete Items 8 and 20)*
☐ FARM COOPERATIVE *(Complete Items 8-10, 12, and 15)*
☐ FLIGHT TRAINING *(Complete Items 8 and 19)*
☐ APPRENTICE/ON-THE-JOB TRAINING *(Complete Items 8 and 21)*
☐ COURSE NOT LEADING TO A STANDARD COLLEGE DEGREE (NCD) *(If approved on a clock hour basis, complete Items 8-10, 12, 13, 15, and 16; If approved on a credit hour basis, complete Items 8-11, 13, 15, and 16)*
☐ GRADUATE OR ADVANCED PROFESSIONAL DEGREE *(Complete Items 8-14 and 16) (For residencies and internships, enter clock hours in Item 12)*

8. NAME OF PROGRAM *(If degree program, show name of degree and major field. If non-degree, show approved course or training program)*: B.A. Political Science

9. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE: 12 Credit Hours

ENROLLMENT DATA

10. ENROLLMENT EFFECTIVE DATES *(Month, day, year)*		11. CREDIT HOUR COURSES *(Do not include in Item 11A any hours shown in Items 11C, D, or E)*					12. CLOCK HOUR COURSES	13. CHARGES FOR PERIOD OF INSTRUCTION		14. TRAINING TIME GRADUATE OR ADVANCED PROFESSIONAL
SCHOOLS ON A TERM BASIS: Enter an enrollment period not to exceed 12 months SCHOOLS ON A YEAR-ROUND BASIS: Certify the length of the course CO-OP (NOT FARM): Enter dates of attendance for each phase of instruction *(Identify phase as "Classroom" or "On-job")* FOR IN-SERVICE OR LESS THAN 1/2 TIME STUDENTS: Certify one term at a time		Enter number of credit hours taken in residence	Enter the total number of standard class sessions per week if less than item 11A and/or 11C or if accelerated term	Enter credit equivalent of non-credit deficiency, remedial, or refresher courses *(List in Item 32, Remarks)*	Enter credit equivalent of independent study *(Show separate dates in Item 10)*	Enter credit hours of open circuit television courses	Enter clock hours of attendance per week for courses approved on a clock hour basis. For co-op (not farm), enter clock hours per week of "On-job" attendance for each phase	Complete only if: 1 - Student enrolled for less than 1/2 time 2 - Student in-service 3 - Student pursuing independent study		Enter full-time, 3/4 time, 1/2 time, more than 1/4 but less than 1/2 time, or 1/4 time or less, as appropriate
A. BEGINNING	B. ENDING	A. HOURS	B. SESSIONS	C. HOURS	D. HOURS	E. HOURS	HOURS	A. TUITION	B. FEES	
8-27-89	6-7-90	9		3 (	See Reverse)					

15. ADDITIONAL INFORMATION FOR NON-DEGREE COURSES AND FARM CO-OP COURSES

ALL NON-DEGREE AND FARM CO-OP COURSES

A. CHECK DAYS OF ATTENDANCE
☐ M ☐ TU ☐ W ☐ TH
☐ F ☐ SAT ☐ SUN ☐ SCHEDULE VARIES *(If checked, attach the schedule or show in Item 32, "Remarks")*

HIGH SCHOOLS APPROVED ON A UNIT BASIS

B. ENTER NUMBER OF HIGH SCHOOL UNITS FOR WHICH CURRENTLY ENROLLED

FARM CO-OP ONLY

C. IS STUDENT PURSUING THE COURSE CONCURRENTLY WITH SUBSTANTIALLY FULL-TIME AGRICULTURAL EMPLOYMENT AVERAGING AT LEAST 40 HOURS PER WEEK? ☐ YES ☐ NO

16. ADVANCE PAYMENT REQUEST

NOTE: To request ADVANCE PAYMENT, the student must either complete Items 16B and 16C or sign and date a separate request attached to this form. If the student qualifies, the advance payment check will be mailed to the school for delivery to the student.

A. ADVANCE PAYMENT ☑ *(Check box if advance payment is requested)*
I request advance payment ▶
B. SIGNATURE OF STUDENT: Charles C Crosby
C. DATE: 7-2-89

CERTIFICATIONS: The provisions on the Reverse Items (1) through (15) under "Certifications" are certified.

NOTE: Complete Item 17 only if course(s) are contracted out to another school or are given at a branch location other than that shown in Item 18C. Do not complete Item 17 if course(s) are taken at an "additional facility" of a school as defined in 38 CFR 21.4251(f).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

18A. DATE SIGNED: 7/2/89

18B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, Registrar

18C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT

Bennettsville State College
Bennettsville, ND 45678

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

VA FORM SEP 1988 22-1999

SUPERSEDES VA FORM 22-1999, APR 1987, WHICH WILL NOT BE USED.

VA COPY

NOTE - REVERSE CARBON PAPER BEFORE COMPLETING THIS SIDE.

19. VOCATIONAL FLIGHT TRAINING *(Chapters 32 and 34 only)*

A. CREDIT ALLOWED FOR PREVIOUS MILITARY AND CIVILIAN TRAINING *(Show certificates and ratings held and credit allowed toward current course)*

CERTIFICATES AND RATINGS	GROUND SCHOOL	DUAL	SOLO

B. DATE TRAINING BEGAN IN CURRENT COURSE

C. NUMBER OF HOURS/UNITS OF INSTRUCTION IN CURRENT COURSE

PRE-FLIGHT	POST-FLIGHT	GROUND SCHOOL	DUAL	SOLO

D. TOTAL CHARGES

$

20. CORRESPONDENCE COURSE *(Chapters 30, 32, 34, and 35 (spouses and surviving spouses))*

IMPORTANT: VA Form 22-1999c, Certificate of Affirmation of Enrollment Agreement, MUST be signed by this student and accompany this certification form before payment may be authorized by the VA for a correspondence course.

A. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE

LESSONS

B. DATE FIRST LESSON SENT TO STUDENT

C. NUMBER OF LESSONS FOR WHICH STUDENT IS ENROLLED

D. CHARGE PER LESSON TO STUDENT

$

E. WERE ANY LESSONS SERVICED PRIOR TO DATE ENTERED IN ITEM 18A?

☐ YES ☐ NO *(If "Yes," attach list showing lesson number and date serviced or show in Item 22, "Remarks")*

21. APPRENTICESHIP/ON-THE-JOB TRAINING

(Attach list showing monthly number of hours worked to date or show in Item 22, "Remarks")

IMPORTANT: A signed copy of the training agreement outlining the training program and wage scale as approved by the State Approving agency or VA, or for apprentices, any document signed by the trainee incorporating this agreement by reference, must be attached to this form.

A. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE

MONTHS

TRAINING DATES *(Mo., day, yr.)*

B. BEGINNING

C. ENDING

D. TYPE OF TRAINING

☐ APPRENTICESHIP ☐ OTHER ON-THE-JOB

E. NO. OF HOURS TRAINEE IS EMPLOYED PER WEEK IN THIS TRAINING PROGRAM

HRS.

F. NO. OF HOURS IN STANDARD WORK WEEK

HRS.

22. REMARKS *(Attach separate sheets if necessary and key answers to items numbers)*

Item 11C: Math 98 3 credit hours 8/27/89 - 12/22/89
Math 99 3 credit hours 1/3/90 - 6/7/90

CERTIFICATIONS – *Read Certifications below before completing Items 18A through 18C on front of this form*

IT IS HEREBY CERTIFIED THAT:

(1) This institution has exercised reasonable diligence in meeting all applicable requirements of Title 38, U.S.Code, and any failure by the institution to meet any requirements of the law will be reported promptly to the VA;

(2) The course or courses certified are approved by the State Approving agency and are generally acceptable to meet requirements for the student's educational, professional, or vocational objective;

(3) No course certified is a repetition of any course previously satisfactorily completed except as permitted by VA regulations;

(4) This institution holds no power of attorney agreement authorizing the institution to negotiate VA educational assistance checks;

(5) This institution agrees to report promptly to the VA any enrollment changes which will affect the educational assistance allowance and any change due to unsatisfactory progress and/or conduct; and

(6) That all such changes that have come to our attention have been reported to the VA if this student was previously enrolled at this school;

(7) FOR ENROLLMENTS REQUESTING ADVANCE PAYMENT: It is agreed that the initial check for this enrollment period will be mailed to the school for temporary care and delivery to the student upon registration but not earlier than 30 days before the commencement of training. It is understood that completion of a certificate of delivery card will normally be required upon delivery of the advance payment;

(8) FOR NONCREDIT DEFICIENCY, REMEDIAL, OR REFRESHER COURSES: The courses certified in Item 11C are needed by the student in order to pursue a program of education at this institution. If this cannot be certified, "this school cannot certify need" is entered in Item 22, "Remarks;"

(9) FOR CORRESPONDENCE COURSES: The normal completion time for the correspondence course certified (includes the correspondence portion of a combination course leading to a vocational objective) is not less than 6 months;

(10) FOR FLIGHT TRAINING: Student has private pilot's license and copy of required Medical Certificate is on file in this institution;

(11) FOR PROGRAMS OF VOCATIONAL EDUCATION: The program certified provides instruction that will prepare a graduate for entry level employment in the designated occupational category;

(12) FOR ENROLLMENTS UNDER CHAPTERS 30, 32, 34, AND 106: All of the 85-15 requirements have been satisfied;

(13) FOR PRIVATELY OWNED PROFIT SCHOOLS: The student certified is not an owner or officer of the school nor is he/she an official authorized to sign certificates of enrollment or monthly certificates of attendance;

(14) FOR APPRENTICESHIP AND OTHER OJT PROGRAMS: The student has not yet attained the journeyman wage rate and the VA will be promptly notified if this wage rate is attained;

(15) FOR INCARCERATED STUDENTS: The institution has complied with the special reporting requirements for students who are incarcerated, living in a halfway house, or under a work-release program.

RESPONDENT BURDEN: Public reporting burden for this collection of information is estimated to average 1/6 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to VA Clearance Officer (732), 810 Vermont Ave., NW, Washington, DC 20420; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

BEST COPY AVAILABLE

NOTE - Reverse carbon paper before completing other side

OMB Approved No. 2900-0073
Respondent Burden: 1/6 hour

Veterans Administration

ENROLLMENT CERTIFICATION
(Under Chapters 30, 32, 34, or 35, Title 38, U.S.C. or Chapter 106, 10 U.S.C.)

IMPORTANT: No further benefits may be paid under this program unless this form is completed and filed as required by existing law (38 U.S.C. 1784).

IDENTIFYING DATA

1. NAME OF STUDENT OR TRAINEE *(First, middle, last)* Walter E. Briggs
2. VA OFFICE HAVING RECORDS *(If known)* Chicago
3. VA FILE NO. *(For Ch. 35, include suffix)* 234 56 7890

4A. CURRENT MAILING ADDRESS OF STUDENT OR TRAINEE *(Number and street or rural route, City or P.O., State and ZIP Code) (If on active duty, give complete mailing address)*
1929 St. Charles Place
Eastman, IL 56435

4B. CHANGE OF ADDRESS *(If Item 4A is a change of address, check box)* ☐

5. SOCIAL SECURITY NO. *(If not shown in Item 3)*

6. DATE OF BIRTH *(If known)* 9-18-66

GENERAL INFORMATION

7. TYPE OF TRAINING *(Check the type of training being certified; complete other indicated items if they apply. Always complete Items 18A thru 18C after reading the Certifications on reverse)*

☒ UNDERGRADUATE STANDARD COLLEGE DEGREE *(Complete Items 8-11, 13, and 16)*
☐ COOPERATIVE *(Not farm)* *(Complete Items 8-12, 13, and 16)*
☐ CORRESPONDENCE COURSE *(Complete Items 8 and 20)*
☐ FARM COOPERATIVE *(Complete Items 8-10, 12, and 15)*
☐ FLIGHT TRAINING *(Complete Items 8 and 19)*
☐ APPRENTICESHIP/ON-THE-JOB TRAINING *(Complete Items 8 and 21)*
☐ COURSE NOT LEADING TO A STANDARD COLLEGE DEGREE (NCD) *(If approved on a clock hour basis, complete Items 8-10, 12, 13, 15, and 16; if approved on a credit hour basis, complete Items 8-11, 13, 15, and 16)*
☐ GRADUATE OR ADVANCED PROFESSIONAL DEGREE *(Complete Items 8-14 and 16) (For residencies and internships, enter clock hours in Item 12)*

8. NAME OF PROGRAM *(If degree program, show name of degree and major field. If non-degree, show approved course or training program)* B.A. History

9. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE 24 Semester Hours

ENROLLMENT DATA

10. ENROLLMENT EFFECTIVE DATES *(Month, day, year)*		11. CREDIT HOUR COURSES *(Do not include in Item 11A any hours shown in Items 11C, D, or E)*					12. CLOCK HOUR COURSES	13. CHARGES FOR PERIOD OF INSTRUCTION		14. TRAINING TIME GRADUATE OR ADVANCED PROFESSIONAL
SCHOOLS ON A TERM BASIS: Enter an enrollment period not to exceed 12 months SCHOOLS ON A YEAR-ROUND BASIS: Certify the length of the course CO-OP (NOT FARM): Enter dates of attendance for each phase of instruction *(Identify phase as "Classroom" or "On-job")* FOR IN-SERVICE OR LESS THAN 1/2 TIME STUDENTS: Certify one term at a time		Enter number of credit hours taken in residence	Enter the total number of standard class sessions per week if less than Item 11A and/or 11C or if accelerated term	Enter credit equivalent of non-credit deficiency, remedial, or refresher courses *(List in Item 22, Remarks)*	Enter credit equivalent of independent study *(Show separate dates in Item 10)*	Enter credit hours of open circuit television courses	Enter clock hours of attendance per week for courses approved on a clock hour basis. For co-op (not farm), enter clock hours per week of "On-job" attendance for each phase.	Complete only if: 1 - Student enrolled for less than 1/2 time 2 - Student in-service 3 - Student pursuing independent study		Enter full-time, 3/4 time, 1/2 time, more than 1/4 but less than 1/2 time, or 1/4 time or less, as appropriate
A. BEGINNING	B. ENDING	A. HOURS	B. SESSIONS	C. HOURS	D. HOURS	E. HOURS	HOURS	A. TUITION	B. FEES	
9-27-89	11-2-89	6	7							
11-4-89	12-19-89	6	6							
9-27-89	12-19-89				3					

15. ADDITIONAL INFORMATION FOR NON-DEGREE COURSES AND FARM CO-OP COURSES

ALL NON-DEGREE AND FARM CO-OP COURSES

A. CHECK DAYS OF ATTENDANCE
☐ M ☐ TU ☐ W ☐ TH
☐ F ☐ SAT ☐ SUN ☐ SCHEDULE VARIES *(If checked, attach the schedule or show in Item 22, "Remarks")*

HIGH SCHOOLS APPROVED ON A UNIT BASIS

B. ENTER NUMBER OF HIGH SCHOOL UNITS FOR WHICH CURRENTLY ENROLLED

FARM CO-OP ONLY

C. IS STUDENT PURSUING THE COURSE CONCURRENTLY WITH SUBSTANTIALLY FULL-TIME AGRICULTURAL EMPLOYMENT AVERAGING AT LEAST 40 HOURS PER WEEK? ☐ YES ☐ NO

16. ADVANCE PAYMENT REQUEST

NOTE: To request ADVANCE PAYMENT, the student must either complete Items 16B and 16C or sign and date a separate request attached to this form. If the student qualifies, the advance payment check will be mailed to the school for delivery to the student.

A. ADVANCE PAYMENT *(Check box if advance payment is requested)* ☐ *I request advance payment* ▶
B. SIGNATURE OF STUDENT
C. DATE

CERTIFICATIONS: The provisions on the Reverse Items (1) through (15) under "Certifications" are certified.

NOTE: Complete Item 17 only if course(s) are contracted out to another school or are given at a branch location other than that shown in Item 18C. Do not complete Item 17 if course(s) are taken at an "additional facility" of a school as defined in 38 CFR 21.4251(f).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

18A. DATE SIGNED 9/27/89

18B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL C. Official, Registrar

18C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT
Budsworth Academy of Arts
456 Pinetree Road
Lake Harvey, IL 34521

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

VA FORM SEP 1988 22-1999
SUPERSEDES VA FORM 22-1999, APR 1987, WHICH WILL NOT BE USED.
VA COPY

NOTE - Reverse carbon paper before completing other side

OMB Approved No. 2900-0073
Respondent Burden: 1/6 hour

Veterans Administration

ENROLLMENT CERTIFICATION
(Under Chapters 30, 32, 34, or 35, Title 38, U.S.C. or Chapter 106, 10 U.S.C.)

IMPORTANT: No further benefits may be paid under this program unless this form is completed and filed as required by existing law (38 U.S.C. 1784).

IDENTIFYING DATA

1. NAME OF STUDENT OR TRAINEE *(First, middle, last)*: Capt. Elaine C. Gibson

2. VA OFFICE HAVING RECORDS *(If known)*: St. Louis

3. VA FILE NO. *(For Ch. 35, include suffix)*: 342 12 2345

4A. CURRENT MAILING ADDRESS OF STUDENT OR TRAINEE *(Number and street or rural route, City or P.O., State and ZIP Code) (If on active duty, give complete mailing address)*:
Box 3234
APO New York 09842

4B. CHANGE OF ADDRESS *(If Item 4A is a change of address, check box)* ☐

5. SOCIAL SECURITY NO. *(If not shown in Item 3)*:

6. DATE OF BIRTH *(If known)*: 12-3-63

GENERAL INFORMATION

7. TYPE OF TRAINING *(Check the type of training being certified; complete other indicated items if they apply. Always complete items 18A thru 18C after reading the Certifications on reverse)*

☐ UNDERGRADUATE STANDARD COLLEGE DEGREE *(Complete Items 8-11, 13, and 16)*
☐ COOPERATIVE *(Not farm) (Complete Items 8-12, 15, and 16)*
☐ CORRESPONDENCE COURSE *(Complete Items 8 and 20)*
☐ FARM COOPERATIVE *(Complete Items 8-10, 12, and 15)*
☐ FLIGHT TRAINING *(Complete Items 8 and 19)*
☐ APPRENTICE/ON-THE-JOB TRAINING *(Complete Items 8 and 21)*
☐ COURSE NOT LEADING TO A STANDARD COLLEGE DEGREE (NCD) *(If approved on a clock hour basis, complete Items 8-10, 12, 13, 15, and 16; If approved on a credit hour basis, complete Items 8-11, 13, 15, and 16)*
☒ GRADUATE OR ADVANCED PROFESSIONAL DEGREE *(Complete Items 8-14 and 16) (For residencies and internships, enter clock hours in Item 12)*

8. NAME OF PROGRAM *(If degree program, show name of degree and major field. If non-degree, show approved course or training program)*:
Master of Science
Information Management

9. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE:
BS Business

ENROLLMENT DATA

10. ENROLLMENT EFFECTIVE DATES *(Month, day, year)*		11. CREDIT HOUR COURSES *(Do not include in Item 41A any hours shown in Items 11C, D, or E)*					12. CLOCK HOUR COURSES	13. CHARGES FOR PERIOD OF INSTRUCTION		14. TRAINING TIME GRADUATE OR ADVANCED PROFESSIONAL
SCHOOLS ON A TERM BASIS: Enter an enrollment period not to exceed 12 months SCHOOLS ON A YEAR-ROUND BASIS: Certify the length of the course CO-OP (NOT FARM): Enter dates of attendance for each phase of instruction *(Identify phase as "Classroom" or "On-job")* FOR IN-SERVICE OR LESS THAN 1/2 TIME STUDENTS: Certify one term at a time		Enter number of credit hours taken in residence	Enter the total number of standard class sessions per week if less than Item 11A and/or 11C or if accelerated term	Enter credit equivalent of non-credit deficiency, remedial, or refresher courses *(List in Item 22, Remarks)*	Enter credit equivalent of independent study *(Show separate dates in Item 10)*	Enter credit hours of open circuit television courses	Enter clock hours of attendance per week for courses approved on a clock hour basis. For co-op (not farm), enter clock hours per week of "On-job" attendance for each phase	Complete only if: 1 - Student enrolled for less than 1/2 time 2 - Student in-service 3 - Student pursuing independent study		Enter full-time, 3/4 time, 1/2 time, more than 1/4 but less than 1/2 time, or 1/4 time or less, as appropriate
A. BEGINNING	B. ENDING	A. HOURS	B. SESSIONS	C. HOURS	D. HOURS	E. HOURS	HOURS	A. TUITION	B. FEES	
9-27-89	12-22-89	9						$750	$50	Full time

15. ADDITIONAL INFORMATION FOR NON-DEGREE COURSES AND FARM CO-OP COURSES

ALL NON-DEGREE AND FARM CO-OP COURSES

A. CHECK DAYS OF ATTENDANCE
☐ M ☐ TU ☐ W ☐ TH
☐ F ☐ SAT ☐ SUN ☐ SCHEDULE VARIES *(If checked, attach the schedule or show in Item 22, "Remarks")*

HIGH SCHOOLS APPROVED ON A UNIT BASIS

B. ENTER NUMBER OF HIGH SCHOOL UNITS FOR WHICH CURRENTLY ENROLLED

FARM CO-OP ONLY

C. IS STUDENT PURSUING THE COURSE CONCURRENTLY WITH SUBSTANTIALLY FULL-TIME AGRICULTURAL EMPLOYMENT AVERAGING AT LEAST 40 HOURS PER WEEK?
☐ YES ☐ NO

16. ADVANCE PAYMENT REQUEST

NOTE: To request ADVANCE PAYMENT, the student must either complete Items 16B and 16C or sign and date a separate request attached to this form. If the student qualifies, the advance payment check will be mailed to the school for delivery to the student.

A. ADVANCE PAYMENT *(Check box if advance payment is requested)* ☐ *I request advance payment* ▶

B. SIGNATURE OF STUDENT

C. DATE

CERTIFICATIONS: The provisions on the Reverse (Items (1) through (15) under "Certifications") are certified.

NOTE: Complete Item 17 only if course(s) are contracted out to another school or are given at a branch location other than that shown in Item 18C. Do not complete Item 17 if course(s) are taken at an "additional facility" of a school as defined in 38 CFR 21.4251(f).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

18A. DATE SIGNED: 9/27/89

18B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, REGISTRAR

18C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:
Calvert State College - European Dv.
Cape City, UT 42987

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

VA FORM SEP 1988 22-1999

SUPERSEDES VA FORM 22-1999, APR 1987, WHICH WILL NOT BE USED.

VA COPY

NOTE - Reverse carbon paper before completing other side

OMB Approved No. 2900-0073
Respondent Burden: 1/6 hour

Veterans Administration

ENROLLMENT CERTIFICATION
(Under Chapters 30, 32, 34, or 35, Title 38, U.S.C. or Chapter 106, 10 U.S.C.)

IMPORTANT: No further benefits may be paid under this program unless this form is completed and filed as required by existing law (38 U.S.C. 1784).

IDENTIFYING DATA

1. NAME OF STUDENT OR TRAINEE *(First, middle, last)*: Priscilla E. Smythe

2. VA OFFICE HAVING RECORDS *(If known)*: San Diego

3. VA FILE NO. *(For Ch. 35, include suffix)*: XC 26 789 123 - A

4A. CURRENT MAILING ADDRESS OF STUDENT OR TRAINEE *(Number and street or rural route, City or P.O., State and ZIP Code) (If on active duty, give complete mailing address)*:
P.O. Box 34567
College City, CA 12345

4B. CHANGE OF ADDRESS *(If Item 4A is a change of address, check box)* ☐

5. SOCIAL SECURITY NO. *(If not shown in Item 3)*: 901 23 4567

6. DATE OF BIRTH *(If known)*: 2/19/64

GENERAL INFORMATION

7. TYPE OF TRAINING *(Check the type of training being certified; complete other indicated items if they apply. Always complete Items 18A thru 18C after reading the Certifications on reverse)*

☐ UNDERGRADUATE STANDARD COLLEGE DEGREE *(Complete Items 8-11, 13, and 16)*
☐ COOPERATIVE *(Not farm) (Complete Items 8-12, 15, and 16)*
☐ CORRESPONDENCE COURSE *(Complete Items 8 and 20)*
☐ FARM COOPERATIVE *(Complete Items 8-10, 12, and 15)*
☐ FLIGHT TRAINING *(Complete Items 8 and 19)*
☐ APPRENTICE/ON-THE-JOB TRAINING *(Complete Items 8 and 21)*
☒ COURSE NOT LEADING TO A STANDARD COLLEGE DEGREE (NCD) *(If approved on a clock hour basis, complete Items 8-10, 12, 13, 15, and 16; if approved on a credit hour basis, complete Items 8-11, 13, 15, and 16)*
☐ GRADUATE OR ADVANCED PROFESSIONAL DEGREE *(Complete Items 8-14 and 16) (For residencies and internships, enter clock hours in Item 12)*

8. NAME OF PROGRAM *(If degree program, show name of degree and major field. If non-degree, show approved course or training program)*: Data Processing

9. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE: None

ENROLLMENT DATA

10. ENROLLMENT EFFECTIVE DATES *(Month, day, year)*		11. CREDIT HOUR COURSES *(Do not include in Item 11A any hours shown in Items 11C, D, or E)*					12. CLOCK HOUR COURSES	13. CHARGES FOR PERIOD OF INSTRUCTION		14. TRAINING TIME GRADUATE OR ADVANCED PROFESSIONAL
SCHOOLS ON A TERM BASIS: Enter an enrollment period not to exceed 12 months SCHOOLS ON A YEAR-ROUND BASIS: Certify the length of the course CO-OP (NOT FARM): Enter dates of attendance for each phase of instruction *(Identify phase as "Classroom" or "On-job")* FOR IN-SERVICE OR LESS THAN 1/2 TIME STUDENTS: Certify one term at a time		Enter number of credit hours taken in residence	Enter the total number of standard class sessions per week if less than item 11A and/or 11C or if accelerated term	Enter credit equivalent of non-credit deficiency, remedial, or refresher courses *(List in Item 23, Remarks)*	Enter credit equivalent of independent study *(Show separate dates in Item 10)*	Enter credit hours of open circuit television courses	Enter clock hours of attendance per week for courses approved on a clock hour basis. For co-op (not farm), enter clock hours per week of "On-job" attendance for each phase	Complete only if: 1 - Student enrolled for less than 1/2 time 2 - Student in-service 3 - Student pursuing independent study		Enter full-time, 3/4 time, 1/2 time, more than 1/4 but less than 1/2 time, or 1/4 time or less, as appropriate
A. BEGINNING	B. ENDING	A. HOURS	B. SESSIONS	C. HOURS	D. HOURS	E. HOURS	HOURS	A. TUITION	B. FEES	
8-1-89	6-7-90						30			

15. ADDITIONAL INFORMATION FOR NON-DEGREE COURSES AND FARM CO-OP COURSES

ALL NON-DEGREE AND FARM CO-OP COURSES

A. CHECK DAYS OF ATTENDANCE
☒ M ☒ TU ☒ W ☒ TH
☒ F ☐ SAT ☐ SUN ☐ SCHEDULE VARIES *(If checked, attach the schedule or show in Item 23, "Remarks")*

HIGH SCHOOLS APPROVED ON A UNIT BASIS

B. ENTER NUMBER OF HIGH SCHOOL UNITS FOR WHICH CURRENTLY ENROLLED

FARM CO-OP ONLY

C. IS STUDENT PURSUING THE COURSE CONCURRENTLY WITH SUBSTANTIALLY FULL-TIME AGRICULTURAL EMPLOYMENT AVERAGING AT LEAST 40 HOURS PER WEEK?
☐ YES ☐ NO

16. ADVANCE PAYMENT REQUEST

NOTE: To request ADVANCE PAYMENT, the student must either complete Items 16B and 16C or sign and date a separate request attached to this form. If the student qualifies, the advance payment check will be mailed to the school for delivery to the student.

A. ADVANCE PAYMENT ☐ *(Check box if advance payment is requested)*
I request advance payment ▶
B. SIGNATURE OF STUDENT
C. DATE

CERTIFICATIONS: The provisions on the Reverse (Items (1) through (15) under "Certifications") are certified.

NOTE: Complete Item 17 only if course(s) are contracted out to another school or are given at a branch location other than that shown in Item 18C. Do not complete Item 17 if course(s) are taken at an "additional facility" of a school as defined in 38 CFR 21.4251(f).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

18A. DATE SIGNED: 8/1/89

18B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, VETS Coordinator

18C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:
Palm City Community College
2100 Freemont Highway
Palm City, CA 12378

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

VA FORM SEP 1988 22-1999 SUPERSEDES VA FORM 22-1999, APR 1987, WHICH WILL NOT BE USED. VA COPY

NOTE - Reverse carbon paper *before completing other side*

OMB Approved No. 2900-0073
Respondent Burden: 1/6 hour

Veterans Administration

ENROLLMENT CERTIFICATION
(Under Chapters 30, 32, 34, or 35, Title 38, U.S.C. or Chapter 106, 10 U.S.C.)

IMPORTANT: No further benefits may be paid under this program unless this form is completed and filed as required by existing law (38 U.S.C. 1784).

IDENTIFYING DATA

1. NAME OF STUDENT OR TRAINEE *(First, middle, last)*: Paul C. Chambers

2. VA OFFICE HAVING RECORDS *(If known)*: St. Louis

3. VA FILE NO. *(For Ch. 35, include suffix)*: 512 32 4567

4A. CURRENT MAILING ADDRESS OF STUDENT OR TRAINEE *(Number and street or rural route, City or P.O., State and ZIP Code) (If on active duty, give complete mailing address)*:
828 Arthur Court, Apt. 2C
Waverly, OH 56345

4B. CHANGE OF ADDRESS *(If item 4A is a change of address, check box)* ☐

5. SOCIAL SECURITY NO. *(If not shown in item 3)*:

6. DATE OF BIRTH *(If known)*: 5-8-67

GENERAL INFORMATION

7. TYPE OF TRAINING *(Check the type of training being certified; complete other indicated items if they apply. Always complete items 18A thru 18C after reading the Certifications on reverse)*

☒ UNDERGRADUATE STANDARD COLLEGE DEGREE *(Complete items 8-11, 13, and 16)*
☐ COOPERATIVE *(Not farm) (Complete items 8-12, 13, and 16)*
☐ CORRESPONDENCE COURSE *(Complete items 8 and 20)*
☐ FARM COOPERATIVE *(Complete items 8-10, 12, and 15)*
☐ FLIGHT TRAINING *(Complete items 8 and 19)*
☐ APPRENTICE/ON-THE-JOB TRAINING *(Complete items 8 and 21)*
☐ COURSE NOT LEADING TO A STANDARD COLLEGE DEGREE (NCD) *(If approved on a clock hour basis, complete items 8-10, 12, 13, 15, and 16; if approved on a credit hour basis, complete items 8-11, 13, 15, and 16)*
☐ GRADUATE OR ADVANCED PROFESSIONAL DEGREE *(Complete items 8-14 and 16) (For residencies and internships, enter clock hours in item 12)*

8. NAME OF PROGRAM *(If degree program, show name of degree and major field. If non-degree, show approved course or training program)*: B.S. Electronics

9. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE: 12 Semester Hours

ENROLLMENT DATA

10. ENROLLMENT EFFECTIVE DATES *(Month, day, year)*		11. CREDIT HOUR COURSES *(Do not include in Item 11A any hours shown in Items 11C, D, or E)*					12. CLOCK HOUR COURSES	13. CHARGES FOR PERIOD OF INSTRUCTION		14. TRAINING TIME GRADUATE OR ADVANCED PROFESSIONAL
SCHOOLS ON A TERM BASIS: Enter an enrollment period not to exceed 12 months SCHOOLS ON A YEAR-ROUND BASIS: Certify the length of the course CO-OP (NOT FARM): Enter dates of attendance for each phase of instruction *(Identify phase as "Classroom" or "On-job")* FOR IN-SERVICE OR LESS THAN 1/2 TIME STUDENTS: Certify one term at a time		Enter number of credit hours taken in residence	Enter the total number of standard class sessions per week if less than item 11A and/or 11C or if accelerated term	Enter credit equivalent of non-credit deficiency, remedial, or refresher courses *(List in item 33, Remarks)*	Enter credit equivalent of independent study *(Show separate dates in item 10)*	Enter credit hours of open circuit television courses	Enter clock hours of attendance per week for courses approved on a clock hour basis. For co-op (not farm), enter clock hours per week of "On-job" attendance for each phase	Complete only if: 1 - Student enrolled for less than 1/2 time 2 - Student in-service 3 - Student pursuing independent study		Enter full-time, 3/4 time, 1/2 time, more than 1/4 but less than 1/2 time, or 1/4 time or less, as appropriate
A. BEGINNING	B. ENDING	A. HOURS	B. SESSIONS	C. HOURS	D. HOURS	E. HOURS	HOURS	A. TUITION	B. FEES	
8-27-89	12-22-89	9								
Course shown below is being taken at Elm City College and will be transferred at full value.										
8-28-89	12-23-89	3	(Mathematics 127 - Calculus)							

15. ADDITIONAL INFORMATION FOR NON-DEGREE COURSES AND FARM CO-OP COURSES

ALL NON-DEGREE AND FARM CO-OP COURSES

A. CHECK DAYS OF ATTENDANCE
☐ M ☐ TU ☐ W ☐ TH
☐ F ☐ SAT ☐ SUN ☐ SCHEDULE VARIES *(If checked, attach the schedule or show in item 33, "Remarks")*

HIGH SCHOOLS APPROVED ON A UNIT BASIS

B. ENTER NUMBER OF HIGH SCHOOL UNITS FOR WHICH CURRENTLY ENROLLED

FARM CO-OP ONLY

C. IS STUDENT PURSUING THE COURSE CONCURRENTLY WITH SUBSTANTIALLY FULL-TIME AGRICULTURAL EMPLOYMENT AVERAGING AT LEAST 40 HOURS PER WEEK? ☐ YES ☐ NO

16. ADVANCE PAYMENT REQUEST

NOTE: To request ADVANCE PAYMENT, the student must either complete items 16B and 16C or sign and date a separate request attached to this form. If the student qualifies, the advance payment check will be mailed to the school for delivery to the student.

A. ADVANCE PAYMENT ☐ *(Check box if advance payment is requested)*
I request advance payment ▶

B. SIGNATURE OF STUDENT

C. DATE

CERTIFICATIONS: The provisions on the Reverse items (1) through (15) under "Certifications") are certified.

NOTE: Complete item 17 only if course(s) are contracted out to another school or are given at a branch location other than that shown in item 18C. Do not complete item 17 if course(s) are taken at an "additional facility" of a school as defined in 38 CFR 21.4251(f).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

18A. DATE SIGNED: 8/28/89

18B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, REGISTRAR

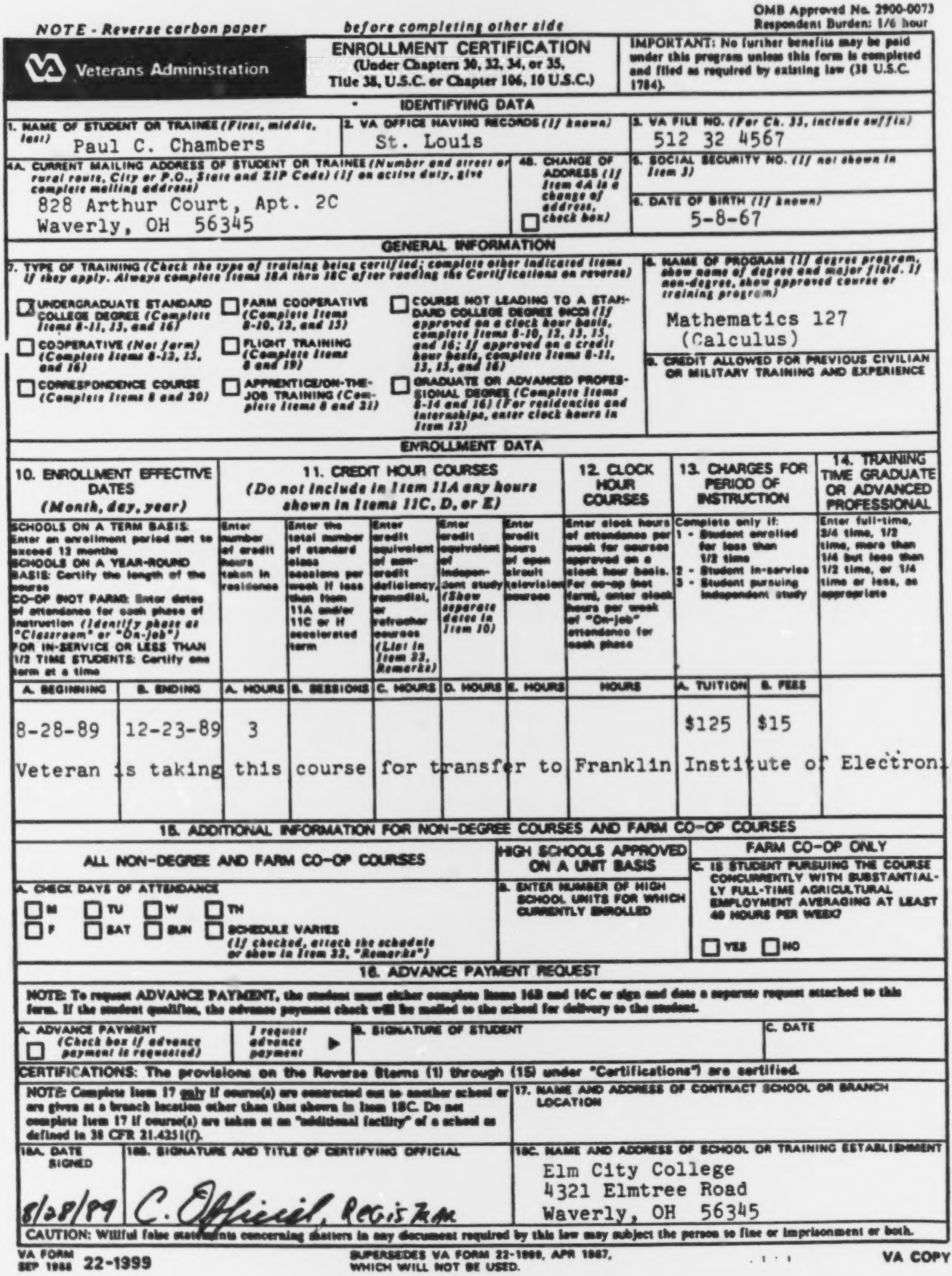
18C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:
Franklin Institute of Electronics
9990 Franklin Boulevard
Dodge County City, OH 56319

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

VA FORM SEP 1988 22-1999

SUPERSEDES VA FORM 22-1999, APR 1987, WHICH WILL NOT BE USED.

VA COPY



OMB Approved No. 2900-0073
Respondent Burden: 1/6 hour

NOTE - Reverse carbon paper before completing other side

Veterans Administration

ENROLLMENT CERTIFICATION
(Under Chapters 30, 32, 34, or 35, Title 38, U.S.C. or Chapter 106, 10 U.S.C.)

IMPORTANT: No further benefits may be paid under this program unless this form is completed and filed as required by existing law (38 U.S.C. 1784).

IDENTIFYING DATA

1. NAME OF STUDENT OR TRAINEE *(First, middle, last)* Paul C. Chambers

2. VA OFFICE HAVING RECORDS *(If known)* St. Louis

3. VA FILE NO. *(For Ch. 35, include suffix)* 512 32 4567

4A. CURRENT MAILING ADDRESS OF STUDENT OR TRAINEE *(Number and street or rural route, City or P.O., State and ZIP Code) (If on active duty, give complete mailing address)*
828 Arthur Court, Apt. 2C
Waverly, OH 56345

4B. CHANGE OF ADDRESS *(If Item 4A is a change of address, check box)* ☐

5. SOCIAL SECURITY NO. *(If not shown in Item 3)*

6. DATE OF BIRTH *(If known)* 5-8-67

GENERAL INFORMATION

7. TYPE OF TRAINING *(Check the type of training being certified; complete other indicated items if they apply. Always complete Items 18A thru 18C after reading the Certifications on reverse)*

☒ UNDERGRADUATE STANDARD COLLEGE DEGREE *(Complete Items 8-11, 13, and 16)*
☐ COOPERATIVE *(Not farm) (Complete Items 8-12, 15, and 16)*
☐ CORRESPONDENCE COURSE *(Complete Items 8 and 20)*
☐ FARM COOPERATIVE *(Complete Items 8-10, 12, and 15)*
☐ FLIGHT TRAINING *(Complete Items 8 and 19)*
☐ APPRENTICE/ON-THE-JOB TRAINING *(Complete Items 8 and 21)*
☐ COURSE NOT LEADING TO A STANDARD COLLEGE DEGREE (NCD) *(If approved on a clock hour basis, complete Items 8-10, 12, 13, 15, and 16; if approved on a credit hour basis, complete Items 8-11, 13, 15, and 16)*
☐ GRADUATE OR ADVANCED PROFESSIONAL DEGREE *(Complete Items 8-14 and 16) (For residencies and internships, enter clock hours in Item 12)*

8. NAME OF PROGRAM *(If degree program, show name of degree and major field. If non-degree, show approved course or training program)*
Mathematics 127
(Calculus)

9. CREDIT ALLOWED FOR PREVIOUS CIVILIAN OR MILITARY TRAINING AND EXPERIENCE

ENROLLMENT DATA

10. ENROLLMENT EFFECTIVE DATES *(Month, day, year)*		11. CREDIT HOUR COURSES *(Do not include in Item 11A any hours shown in Items 11C, D, or E)*					12. CLOCK HOUR COURSES	13. CHARGES FOR PERIOD OF INSTRUCTION		14. TRAINING TIME GRADUATE OR ADVANCED PROFESSIONAL
SCHOOLS ON A TERM BASIS: Enter an enrollment period not to exceed 12 months SCHOOLS ON A YEAR-ROUND BASIS: Certify the length of the course CO-OP (NOT FARM): Enter dates of attendance for each phase of instruction *(Identify phase as "Classroom" or "On-job")* FOR IN-SERVICE OR LESS THAN 1/2 TIME STUDENTS: Certify one term at a time		Enter number of credit hours taken in residence	Enter the total number of standard class sessions per week if less than Item 11A and/or 11C or if accelerated term	Enter credit equivalent of non-credit deficiency, remedial, or refresher courses *(List in Item 23, Remarks)*	Enter credit equivalent of independent study *(Show separate dates in Item 10)*	Enter credit hours of open circuit television courses	Enter clock hours of attendance per week for courses approved on a clock hour basis. For co-op (not farm), enter clock hours per week of "On-job" attendance for each phase	Complete only if: 1 - Student enrolled for less than 1/2 time 2 - Student in-service 3 - Student pursuing independent study		Enter full-time, 3/4 time, 1/2 time, more than 1/4 but less than 1/2 time, or 1/4 time or less, as appropriate
A. BEGINNING	B. ENDING	A. HOURS	B. SESSIONS	C. HOURS	D. HOURS	E. HOURS	HOURS	A. TUITION	B. FEES	
8-28-89	12-23-89	3						$125	$15	

Veteran is taking this course for transfer to Franklin Institute of Electroni

15. ADDITIONAL INFORMATION FOR NON-DEGREE COURSES AND FARM CO-OP COURSES

ALL NON-DEGREE AND FARM CO-OP COURSES

A. CHECK DAYS OF ATTENDANCE
☐ M ☐ TU ☐ W ☐ TH
☐ F ☐ SAT ☐ SUN ☐ SCHEDULE VARIES *(If checked, attach the schedule or show in Item 23, "Remarks")*

HIGH SCHOOLS APPROVED ON A UNIT BASIS

B. ENTER NUMBER OF HIGH SCHOOL UNITS FOR WHICH CURRENTLY ENROLLED

FARM CO-OP ONLY

C. IS STUDENT PURSUING THE COURSE CONCURRENTLY WITH SUBSTANTIALLY FULL-TIME AGRICULTURAL EMPLOYMENT AVERAGING AT LEAST 40 HOURS PER WEEK?
☐ YES ☐ NO

16. ADVANCE PAYMENT REQUEST

NOTE: To request ADVANCE PAYMENT, the student must either complete Items 16B and 16C or sign and date a separate request attached to this form. If the student qualifies, the advance payment check will be mailed to the school for delivery to the student.

A. ADVANCE PAYMENT ☐ *(Check box if advance payment is requested)*
I request advance payment ▶
B. SIGNATURE OF STUDENT
C. DATE

CERTIFICATIONS: The provisions on the Reverse (Items (1) through (15) under "Certifications") are certified.

NOTE: Complete Item 17 only if course(s) are contracted out to another school or are given at a branch location other than that shown in Item 18C. Do not complete Item 17 if course(s) are taken at an "additional facility" of a school as defined in 38 CFR 21.4251(f).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

18A. DATE SIGNED 8/28/89

18B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL C. Official, REGISTRAR

18C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT
Elm City College
4321 Elmtree Road
Waverly, OH 56345

CAUTION: Willful false statements concerning matters in any document required by this law may subject the person to fine or imprisonment or both.

VA FORM SEP 1988 22-1999

SUPERSEDES VA FORM 22-1999, APR 1987, WHICH WILL NOT BE USED.

VA COPY

BEST COPY AVAILABLE

FORM 22-1999b, Notice of Change in Student Status

(Under Chapter 30, 32, 34, or 35, title 38 U.S.C.
Chapter 106, title 10, U.S.C., and
Sections 901 and 903 of Public Law 96-342)

See Section 7, "Changes In Enrollment Status," for detailed information on how to complete this form.

NOTE: If a school has arranged with its DVA regional office to report changes on Form 22-1999b in a manner different from the samples shown on the following pages, it is strongly recommended that the certifying official contact the liaison representative at the DVA regional office before altering existing reporting methods.

Page	Examples
B-31	Reduction in training time for an undergraduate student. Since the sample shows a reduction to less than half-time, tuition and fees are reported.
B-32	An NCD student reduces training time and later withdraws but also claims mitigating circumstances.
B-33	Reduction in training time for an undergraduate student after drop-add period and nonpunitive grades are assigned. Student claims mitigating circumstances.
B-34	A student previously certified with 12 credit hours will have a three-hour deficiency course for the winter term.
B-35	Reduction in training time for an undergraduate student in nonstandard length term. Although reduction is to six credits, only five standard class sessions are shown, which is less than half-time training for DVA purposes; so tuition and fees are also shown.

OMB Approved No. 2900-0156
Respondent Burden: 1/12 hour

Veterans Administration

NOTICE OF CHANGE IN STUDENT STATUS

(Under Chapter 30, 32, 34, or 35, Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/12 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Paperwork Management and Regulations Services (732), VA Central Office, Washington, DC 20420; and to the Office of Management and Budget, Washington, DC 20503.

1. FIRST - MIDDLE - LAST NAME OF STUDENT: Janet Latoya Nelson

2. VA FILE NO. *(For Ch. 35 include suffix)*: 201 39 4857

School certifying officials should use this form to report changes in enrollment status as required by 38 CFR 21.4203. For detailed instructions, see reverse.

3. TERMINATION *(If NONDEGREE PROGRAM - Report date(s) of absence not previously reported in Item 3C)*

A. LAST DATE OF ATTENDANCE:

B. REASON FOR TERMINATION

- ☐ WITHDRAWAL OR INTERRUPTION (NONCOLLEGE)
- ☐ WITHDRAWAL DURING DROP-ADD PERIOD
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - PUNITIVE GRADES ASSIGNED
- ☐ END OF TERM OR COURSE
- ☐ UNSATISFACTORY PROGRESS OR CONDUCT
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. DATES OF ABSENCES NOT PREVIOUSLY REPORTED *(See instructions on reverse side)*

4. ADJUSTMENT OF CREDIT OR CLOCK HOURS *(Complete Items 4A, 4B, and 4C thru 4I as applicable)*

A. DATE ADJUSTMENT IS EFFECTIVE: 10-2-89

B. TYPE OF ADJUSTMENT

- ☐ INCREASE
- ☐ REDUCTION (NONCOLLEGE)
- ☐ REDUCTION ON FIRST DAY OF TERM
- ☒ REDUCTION DURING DROP-ADD PERIOD
- ☐ REDUCTION AFTER DROP-ADD PERIOD NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ REDUCTION AFTER DROP-ADD PERIOD PUNITIVE GRADES ASSIGNED
- ☐ STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. CREDIT HOURS BEFORE ADJUSTMENT *(Plus standard class sessions if required)*: 12

D. CREDIT HOURS AFTER ADJUSTMENT *(Plus standard class sessions if required)*: 3

E. TRAINING TIME AFTER ADJUSTMENT *(Check ONLY if graduate or advanced professional)*
☐ FULL TIME ☐ 3/4 TIME ☐ 1/2 TIME
☐ LESS THAN 1/2 TIME ☐ 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT:

G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT:

H. NUMBER OF DAYS PER WEEK - AFTER ADJUSTMENT *(Complete for nondegree courses only)*:

I. REVISED ENDING DATE: 12-16-89

5. CHARGES FOR PERIOD OF ENROLLMENT *(Complete this item for inservice students and for students whose training load after adjustment is less than 1/2 time. List customary charges of the adjusted load by school year, term, or other period. This item does not aply to students receiving Chapter 32 or Section 903 benefits)* ▶

A. PERIOD *(Report the dates for the complete term)*: 9/27/89 - 12/16/89

B. TUITION AND FEES: $225

6. MITIGATING CIRCUMSTANCES *(Complete only if indicated by Item 3 or 4)*

DOES THE STUDENT CLAIM THAT MITIGATING CIRCUMSTANCES WERE INVOLVED IN THE TERMINATION OR ADJUSTMENT ACTION?

☐ YES ☐ NO ☐ UNKNOWN *(If "Yes," attach statement from student together with the student's substantiating evidence)*

7. REMARKS

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

8A. DATE SIGNED: 10/3/89

8B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, REGISTRAR

8C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:
County Line College
9811 County Line Road
County Line, NH 03103

VA FORM MAY 1988 22-1999b

EXISTING STOCKS OF VA FORM 22-1999b, MAY 1984, WILL BE USED.

VA Copy

OMB Approved No. 2900-0156
Respondent Burden: 1/12 hour

Veterans Administration

NOTICE OF CHANGE IN STUDENT STATUS

(Under Chapter 30, 32, 34, or 35, Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/12 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Paperwork Management and Regulations Services (732), VA Central Office, Washington, DC 20420; and to the Office of Management and Budget, Washington, DC 20503.

1. FIRST - MIDDLE - LAST NAME OF STUDENT: Jane Maria Ignacio

2. VA FILE NO. *(For Ch. 35 include suffix)*: 301 92 8374

School certifying officials should use this form to report changes in enrollment status as required by 38 CFR 21.4203. For detailed instructions, see reverse.

3. TERMINATION *(If NONDEGREE PROGRAM - Report date(s) of absence not previously reported in Item 3C)*

A. LAST DATE OF ATTENDANCE: 10-14-89

B. REASON FOR TERMINATION

- ☐ WITHDRAWAL OR INTERRUPTION (NONCOLLEGE)
- ☐ WITHDRAWAL DURING DROP-ADD PERIOD
- ☒ WITHDRAWAL AFTER DROP-ADD PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - PUNITIVE GRADES ASSIGNED
- ☐ END OF TERM OR COURSE
- ☐ UNSATISFACTORY PROGRESS OR CONDUCT
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. DATES OF ABSENCES NOT PREVIOUSLY REPORTED *(See instructions on reverse side)*

Absences from 9/1/89: 9/4, 9/5, 9/12, 9/21, 10/5, 10/6, 10/7, 10/10, 10/12

4. ADJUSTMENT OF CREDIT OR CLOCK HOURS *(Complete Items 4A, 4B, and 4C thru 4I as applicable)*

A. DATE ADJUSTMENT IS EFFECTIVE: 9/27/89

B. TYPE OF ADJUSTMENT

- ☐ INCREASE
- ☐ REDUCTION (NONCOLLEGE)
- ☐ REDUCTION ON FIRST DAY OF TERM
- ☐ REDUCTION DURING DROP-ADD PERIOD
- ☒ REDUCTION AFTER DROP-ADD PERIOD NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ REDUCTION AFTER DROP-ADD PERIOD PUNITIVE GRADES ASSIGNED
- ☐ STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. CREDIT HOURS BEFORE ADJUSTMENT *(Plus standard class sessions if required)*:

D. CREDIT HOURS AFTER ADJUSTMENT *(Plus standard class sessions if required)*:

E. TRAINING TIME AFTER ADJUSTMENT *(Check ONLY if graduate or advanced professional)*

☐ FULL TIME ☐ 3/4 TIME ☐ 1/2 TIME ☐ LESS THAN 1/2 TIME ☐ 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT: 30

G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT: 18

H. NUMBER OF DAYS PER WEEK AFTER ADJUSTMENT *(Complete for nondegree courses only)*: 3 days/week

I. REVISED ENDING DATE: 10/14/89

5. CHARGES FOR PERIOD OF ENROLLMENT *(Complete this item for inservice students and for students whose training load after adjustment is less than 1/2 time. List customary charges of the adjusted load by school year, term, or other period. This item does not aply to students receiving Chapter 32 or Section 903 benefits)* ▶

A. PERIOD *(Report the dates for the complete term)*:

B. TUITION AND FEES: $

6. MITIGATING CIRCUMSTANCES *(Complete only if indicated by Item 3 or 4)*

DOES THE STUDENT CLAIM THAT MITIGATING CIRCUMSTANCES WERE INVOLVED IN THE TERMINATION OR ADJUSTMENT ACTION?

☒ YES ☐ NO ☐ UNKNOWN *(If "Yes," attach statement from student together with the student's substantiating evidence)*

7. REMARKS

Student received credit through 9/30/89 for graded work. Upon reenrollment, student will be required to repeat her last 2 weeks of instruction.

The attached statement from the student's employer explains why it was necessary for her to reduce her enrollment and later withdraw.

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

8A. DATE SIGNED: 10/16/89

8B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, REGISTRAR

8C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:

City Technical College
2929 Bella Vista Way
Carlisle, CO 34902

VA FORM MAY 1988 **22-1999b** EXISTING STOCKS OF VA FORM 22-1999b, MAY 1984, WILL BE USED. **VA Copy 1**

OMB Approved No. 2900-0156
Respondent Burden: 1/12 hour

Veterans Administration

NOTICE OF CHANGE IN STUDENT STATUS

(Under Chapter 30, 32, 34, or 35, Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/12 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Paperwork Management and Regulations Services (732), VA Central Office, Washington, DC 20420; and to the Office of Management and Budget, Washington, DC 20503.

1. FIRST - MIDDLE - LAST NAME OF STUDENT Ronald Boyd Schuster	2. VA FILE NO. *(For Ch. 35 include suffix)* 123 45 6789

School certifying officials should use this form to report changes in enrollment status as required by 38 CFR 21.4203. For detailed instructions, see reverse.

3. TERMINATION *(If NONDEGREE PROGRAM - Report date(s) of absence not previously reported in Item 3C)*

A. LAST DATE OF ATTENDANCE

B. REASON FOR TERMINATION

☐ WITHDRAWAL OR INTERRUPTION (NONCOLLEGE)
☐ WITHDRAWAL DURING DROP-ADD PERIOD
☐ WITHDRAWAL AFTER DROP-ADD PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
☐ WITHDRAWAL AFTER DROP-ADD PERIOD - PUNITIVE GRADES ASSIGNED
☐ END OF TERM OR COURSE
☐ UNSATISFACTORY PROGRESS OR CONDUCT
☐ OTHER *(Explain in Item 7, Remarks)*

C. DATES OF ABSENCES NOT PREVIOUSLY REPORTED *(See instructions on reverse side)*

4. ADJUSTMENT OF CREDIT OR CLOCK HOURS *(Complete Items 4A, 4B, and 4C thru 4I as applicable)*

A. DATE ADJUSTMENT IS EFFECTIVE
2-16-89

B. TYPE OF ADJUSTMENT

☐ INCREASE
☐ REDUCTION (NONCOLLEGE)
☐ REDUCTION ON FIRST DAY OF TERM
☐ REDUCTION DURING DROP-ADD PERIOD
☒ REDUCTION AFTER DROP-ADD PERIOD NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
☐ REDUCTION AFTER DROP-ADD PERIOD PUNITIVE GRADES ASSIGNED
☐ STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES
☐ OTHER *(Explain in Item 7, Remarks)*

C. CREDIT HOURS BEFORE ADJUSTMENT *(Plus standard class sessions if required)* 12	D. CREDIT HOURS AFTER ADJUSTMENT *(Plus standard class sessions if required)* 6	E. TRAINING TIME AFTER ADJUSTMENT *(Check ONLY if graduate or advanced professional)* ☐ FULL TIME ☐ 3/4 TIME ☐ 1/2 TIME ☐ LESS THAN 1/2 TIME ☐ 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT	G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT	H. NUMBER OF DAYS PER WEEK AFTER ADJUSTMENT *(Complete for nondegree courses only)*	I. REVISED ENDING DATE 5-20-89

5. CHARGES FOR PERIOD OF ENROLLMENT *(Complete this item for inservice students and for students whose training load after adjustment is less than 1/2 time. List customary charges of the adjusted load by school year, term, or other period. This item does not apply to students receiving Chapter 32 or Section 903 benefits)* ▶	A. PERIOD *(Report the dates for the complete term)*	B. TUITION AND FEES $

6. MITIGATING CIRCUMSTANCES *(Complete only if indicated by Item 3 or 4)*

DOES THE STUDENT CLAIM THAT MITIGATING CIRCUMSTANCES WERE INVOLVED IN THE TERMINATION OR ADJUSTMENT ACTION?

☒ YES ☐ NO ☐ UNKNOWN *(If "Yes," attach statement from student together with the student's substantiating evidence)*

7. REMARKS

Student's work hours changed and has to work extra hours due to unexpected increase in business office demands.

Attached is statement from student and statement from his employer.

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

8A. DATE SIGNED 2/17/89	8B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL C. Official, REGISTRAR	8C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT Bayview Business College 4811 Bayview Drive Cameron, NM 71727

VA FORM
MAY 1988 22-1999b

EXISTING STOCKS OF VA FORM 22-1999b, MAY 1984, WILL BE USED.

VA Copy

OMB Approved No. 2900-0156
Respondent Burden: 1/12 hour

Veterans Administration

NOTICE OF CHANGE IN STUDENT STATUS

(Under Chapter 30, 32, 34, or 35, Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/12 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Paperwork Management and Regulations Services (732), VA Central Office, Washington, DC 20420; and to the Office of Management and Budget, Washington, DC 2050 .

1. FIRST - MIDDLE - LAST NAME OF STUDENT: Rafael Jose Hernandez

2. VA FILE NO. *(For Ch. 35 include suffix)*: 432 34 4343

School certifying officials should use this form to report changes in enrollment status as required by 38 CFR 21.4203. For detailed instructions, see reverse.

3. TERMINATION *(If NONDEGREE PROGRAM - Report date(s) of absence not previously reported in Item 3C)*

A. LAST DATE OF ATTENDANCE:

B. REASON FOR TERMINATION

- ☐ WITHDRAWAL OR INTERRUPTION (NONCOLLEGE)
- ☐ WITHDRAWAL DURING DROP-ADD PERIOD
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - PUNITIVE GRADES ASSIGNED
- ☐ END OF TERM OR COURSE
- ☐ UNSATISFACTORY PROGRESS OR CONDUCT
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. DATES OF ABSENCES NOT PREVIOUSLY REPORTED *(See instructions on reverse side)*

4. ADJUSTMENT OF CREDIT OR CLOCK HOURS *(Complete Items 4A, 4B, and 4C thru 4I as applicable)*

A. DATE ADJUSTMENT IS EFFECTIVE: 9-27-89

B. TYPE OF ADJUSTMENT

- ☐ INCREASE
- ☐ REDUCTION (NONCOLLEGE)
- ☐ REDUCTION ON FIRST DAY OF TERM
- ☐ REDUCTION DURING DROP-ADD PERIOD
- ☐ REDUCTION AFTER DROP-ADD PERIOD NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ REDUCTION AFTER DROP-ADD PERIOD PUNITIVE GRADES ASSIGNED
- ☐ STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES
- ☒ OTHER *(Explain in Item 7, Remarks)*

C. CREDIT HOURS BEFORE ADJUSTMENT *(Plus standard class sessions if required)*: 12 Credit hrs.

D. CREDIT HOURS AFTER ADJUSTMENT *(Plus standard class sessions if required)*: 9 Credit hours and 3 deficiency hours

E. TRAINING TIME AFTER ADJUSTMENT *(Check ONLY if graduate or advanced professional)*

☐ FULL TIME ☐ 3/4 TIME ☐ 1/2 TIME ☐ LESS THAN 1/2 TIME ☐ 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT:

G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT:

H. NUMBER OF DAYS PER WEEK, AFTER ADJUSTMENT *(Complete for nondegree courses only)*:

I. REVISED ENDING DATE:

5. CHARGES FOR PERIOD OF ENROLLMENT *(Complete this item for inservice students and for students whose training load after adjustment is less than 1/2 time. List customary charges of the adjusted load by school year, term, or other period. This item does not apply to students receiving Chapter 32 or Section 903 benefits)* ▶

A. PERIOD *(Report the dates for the complete term)*:

B. TUITION AND FEES: $

6. MITIGATING CIRCUMSTANCES *(Complete only if indicated by Item 3 or 4)*

DOES THE STUDENT CLAIM THAT MITIGATING CIRCUMSTANCES WERE INVOLVED IN THE TERMINATION OR ADJUSTMENT ACTION?

☐ YES ☐ NO ☐ UNKNOWN *(If "Yes," attach statement from student together with the student's substantiating evidence)*

7. REMARKS

Student was originally certified for 12 credit hours but must take a 3-hour deficiency course (English 99) during the fall term, 9/27/89 - 12/19/89. Student will be taking 12 credit hours (no deficiency hours) beginning next term, 1/3/90 - 5/16/90.

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

8A. DATE SIGNED: 10/1/89

8B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C Official, Registrar

8C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:

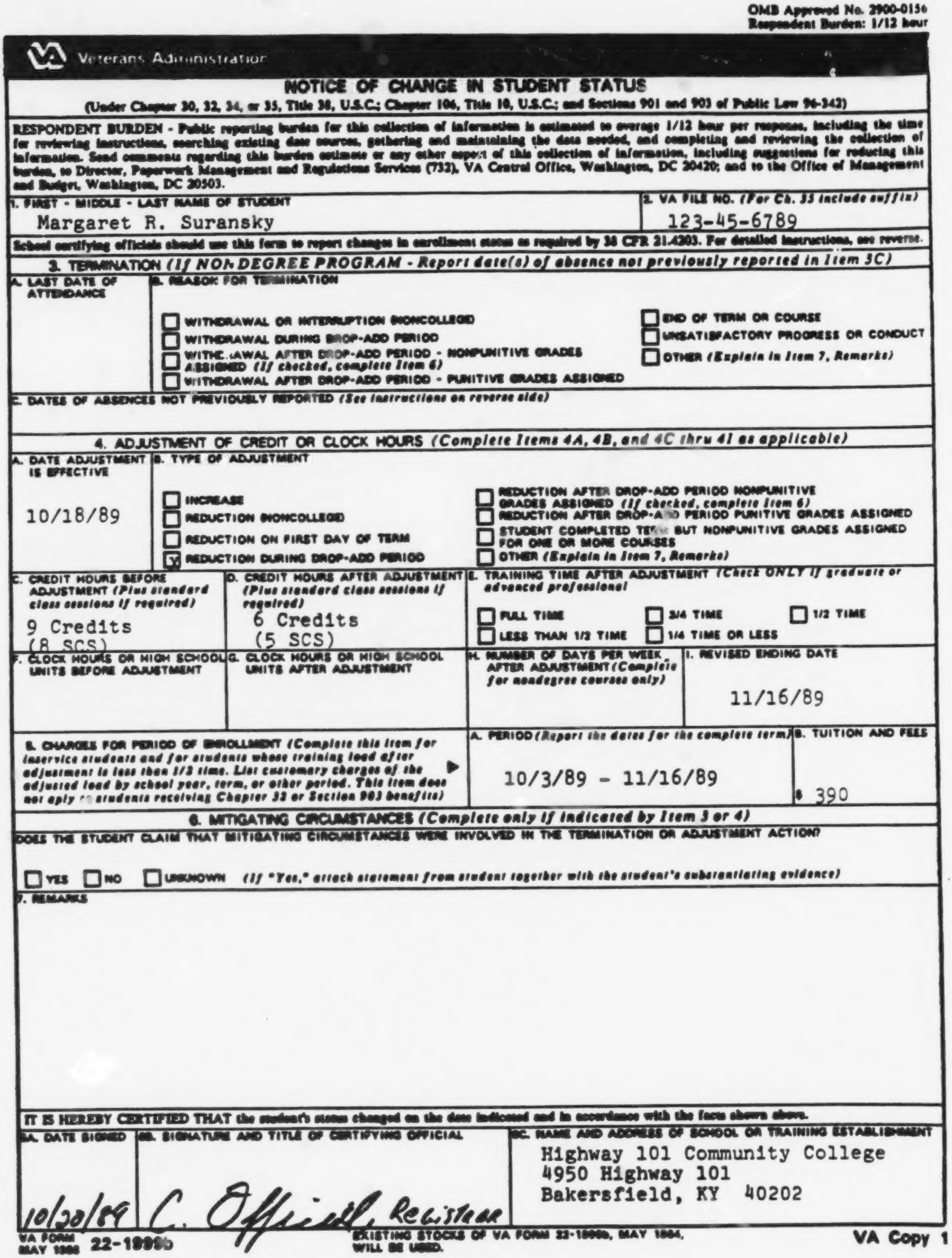
City Community College
Courthouse Square
Desertville, IN 46204

VA FORM MAY 1988 22-1999b

EXISTING STOCKS OF VA FORM 22-1999b, MAY 1984, WILL BE USED.

VA Copy 1

BEST COPY AVAILABLE



OMB Approved No. 2900-0156
Respondent Burden: 1/12 hour

Veterans Administration

NOTICE OF CHANGE IN STUDENT STATUS

(Under Chapter 30, 32, 34, or 35, Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/12 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Paperwork Management and Regulations Services (732), VA Central Office, Washington, DC 20420; and to the Office of Management and Budget, Washington, DC 20503.

1. FIRST - MIDDLE - LAST NAME OF STUDENT: Margaret R. Suransky

2. VA FILE NO. *(For Ch. 35 include suffix)*: 123-45-6789

School certifying officials should use this form to report changes in enrollment status as required by 38 CFR 21.4203. For detailed instructions, see reverse.

3. TERMINATION *(If NON DEGREE PROGRAM - Report date(s) of absence not previously reported in Item 3C)*

A. LAST DATE OF ATTENDANCE:

B. REASON FOR TERMINATION

- ☐ WITHDRAWAL OR INTERRUPTION (NONCOLLEGE)
- ☐ WITHDRAWAL DURING DROP-ADD PERIOD
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ WITHDRAWAL AFTER DROP-ADD PERIOD - PUNITIVE GRADES ASSIGNED
- ☐ END OF TERM OR COURSE
- ☐ UNSATISFACTORY PROGRESS OR CONDUCT
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. DATES OF ABSENCES NOT PREVIOUSLY REPORTED *(See instructions on reverse side)*:

4. ADJUSTMENT OF CREDIT OR CLOCK HOURS *(Complete Items 4A, 4B, and 4C thru 4I as applicable)*

A. DATE ADJUSTMENT IS EFFECTIVE: 10/18/89

B. TYPE OF ADJUSTMENT

- ☐ INCREASE
- ☐ REDUCTION (NONCOLLEGE)
- ☐ REDUCTION ON FIRST DAY OF TERM
- ☑ REDUCTION DURING DROP-ADD PERIOD
- ☐ REDUCTION AFTER DROP-ADD PERIOD NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 6)*
- ☐ REDUCTION AFTER DROP-ADD PERIOD PUNITIVE GRADES ASSIGNED
- ☐ STUDENT COMPLETED TERM BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES
- ☐ OTHER *(Explain in Item 7, Remarks)*

C. CREDIT HOURS BEFORE ADJUSTMENT *(Plus standard class sessions if required)*: 9 Credits (8 SCS)

D. CREDIT HOURS AFTER ADJUSTMENT *(Plus standard class sessions if required)*: 6 Credits (5 SCS)

E. TRAINING TIME AFTER ADJUSTMENT *(Check ONLY if graduate or advanced professional)*

☐ FULL TIME ☐ 3/4 TIME ☐ 1/2 TIME
☐ LESS THAN 1/2 TIME ☐ 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT:

G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT:

H. NUMBER OF DAYS PER WEEK AFTER ADJUSTMENT *(Complete for nondegree courses only)*:

I. REVISED ENDING DATE: 11/16/89

5. CHARGES FOR PERIOD OF ENROLLMENT *(Complete this item for inservice students and for students whose training load after adjustment is less than 1/2 time. List customary charges of the adjusted load by school year, term, or other period. This item does not apply to students receiving Chapter 32 or Section 903 benefits)* ▶

A. PERIOD *(Report the dates for the complete term)*: 10/3/89 - 11/16/89

B. TUITION AND FEES: $ 390

6. MITIGATING CIRCUMSTANCES *(Complete only if indicated by Item 3 or 4)*

DOES THE STUDENT CLAIM THAT MITIGATING CIRCUMSTANCES WERE INVOLVED IN THE TERMINATION OR ADJUSTMENT ACTION?

☐ YES ☐ NO ☐ UNKNOWN *(If "Yes," attach statement from student together with the student's substantiating evidence)*

7. REMARKS

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

8A. DATE SIGNED: 10/20/89

8B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL: C. Official, Registrar

8C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT:
Highway 101 Community College
4950 Highway 101
Bakersfield, KY 40202

VA FORM
MAY [illegible] 22-1999b

EXISTING STOCKS OF VA FORM 22-1999b, MAY 1984, WILL BE USED.

VA Copy 1

OMB Approved No. 2900-0325
Respondent Burden: 1/12 Hour

University of Alexandria
For Marcus R. Jones
1234 University Drive
Alexandria, AZ 45678

Department of Veterans Affairs

CERTIFICATION OF DELIVERY OF ADVANCE PAYMENT AND ENROLLMENT

(Chapters 30,32, and 35,Title 38, U.S.C.; Chapter 106, Title 10, U.S.C.; and Section 903, Public Law 96-342)

IMPORTANT

Read these instructions carefully. Complete this form and return it to VA when delivery of the advance payment check is made to this student upon registration for the period of enrollment shown in Item 3. If student fails to register within 30 days after the commencement date of this enrollment period, the advance payment check must be returned to the Department of the Treasury. If damaged or destroyed, notify VA immediately.

PRIVACY ACT INFORMATION: No further monies or benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (38 U.S.C. 1780). The information requested on this form will be used to determine continuing eligibility for benefits and the proper amount payable. The responses which are submitted may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in VA system of records, 58 VA 21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

RESPONDENT BURDEN; Public reporting burden for this collection of information is estimated to average 1/12 hour per response, including the time for reviewing the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or other aspects of this collection, including suggestions for reducing this burden to VA Clearance Officer (70Y732), 810 Vermont Avenue, NW, Washington, DC 20420; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. DO NOT send requests for benefits to these addresses.

NAME OF PAYEE	BENEFIT	FILE NO.	PAYEE	MLT	COURSE	RO	FACILITY CODE
Marcus R. Jones		123456789	00		060	31	31 1111 31

INSTRUCTIONS

Item 1- Enter the name of student's present course or program.

Item 2- For all initial entrances at this school, enter the amount of credit granted for previous training. This must include credit granted for military service or experience.

Item 3- NO ENTRY REQUIRED. (The data printed in this item is the information furnished by this student and/or school on the application for advance payment.)

Item 4- If the program approved by VA as shown in Item 3 is correct skip to Items 5A and 5B. If any information in Item 3 is incorrect furnish the correct information in the appropriate columns of Item 4.

EXCEPTIONS: Training Time. Complete only if incorrect and student is in a graduate program.

Hours- Complete if total hours are incorrect or if all or any part of the student's courses are noncredit deficiency courses.

SCS- Enter the number of SCS (standard class sessions) if a change in total hours is reported and SCS's are a factor.

Items 5A and 5B- Sign and date the form and return to the VA office shown above.

CODES

Training

4 - Full Time
3 - 3/4 Time
2 - 1/2 Time
1 - Less than 1/2, more than 1/4
0 - 1/4 or less

Hours

S - Semester
Q - Quarter
U - Carnegie units
D - Deficiency (all or partial)
C,P, or R - Clock

1. ENTER NAME OF CURRENT COURSE OR CURRICULUM

2. AMOUNT OF CREDIT ALLOWED FOR PREVIOUS TRAINING (Required on first enrollment)

STATUS OF PROGRAM	BEGINNING DATE	ENDING DATE	HOURS	TRNG. TIME	DAYS PER WEEK	ENT. CHRG.	TYPE TRNG.	TOTAL CHARGES (In service or less than 1/2 time)
3. PROGRAM APPROVED BY VA ▲	9-12-90	12-22-90	512	4		4	B	
4. CHANGES TO BE ENTERED BY SCHOOL ▲			TOTAL DEFIC.			SCS	▨	

I CERTIFY THAT the above entries are true and correct and an advance payment check was delivered to the student and, if applicable, the 85-15% ratio requirements were met for this student's course of study (38 U.S.C. 1673(d)).

PENALTY - Willful false reports concerning benefits payable by VA may result in fine or imprisonment or both.

5A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL
John Smith, Registrar

5B. DATE SIGNED
9-13-90

FILE NUMBER:

VA FORM 22-1999v
MAR 1990

EXISTING STOCKS OF VA FORM 22-1999V, AUG 1987, WILL BE USED.

OMB Approved No. 2900-0355
Respondent Burden 1/6 hour

Mary B. Smith
477 Michigan Avenue
Detroit, MI 48226

Department of Veterans Affairs

VERIFICATION OF PURSUIT OF COURSE

(Leading to a Standard College Degree Under Chapters 32, 34, and 35, Title 38, U.S.C., and Section 903 of Public Law 96-342.)

FOR VA USE ONLY

FILE NUMBER 23 466 778	PAYEE NUMBER 10
BENEFIT TYPE CH 35	TYPE TRAINING GRADUATE
DATE ISSUED 3-21-90	FACILITY CODE 2-1-1111-99
FACILITY NAME Ontario College	

1. ENROLLMENT INFORMATION

DATE(S) STARTING	DATE(S) ENDING	NO./TYPE HOURS	TRAINING TIME(S)
1-1-90	4-30-90	1/S	FULL-TIME

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/6 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the VA Clearance Officer (70Y732), 810 Vermont Avenue, NW, Washington, DC 20420, and to the Office of Management and Budget, Paperwork Reduction Project (2900-0355), Washington, DC 20503. DO NOT send requests for benefits to these addresses.

INSTRUCTIONS

Verify the individual's school attendance with other school attendance records. Do not complete and return this form prior to the final month of the enrollment period shown in Item 1. Complete one or more items, as appropriate.

ITEM 1 - The information printed in this item shows the latest data received by the Department of Veterans Affairs (VA) as of the date the form was printed. If different information was submitted recently, you should also report that information on this form.

ITEM 2 - ENROLLMENT INFORMATION IS CORRECT- Check "YES," if the student has completed the course or is still enrolled for the period and hours shown in item 1, otherwise "NO," and complete items 3 and 4, as appropriate.

ITEM 3 - TERMINATED ENROLLMENT - Check "YES," in Item 3A if the student has totally withdrawn from classes or was dropped by the school. Enter the last date of attendance in Item 3B and the reason (if known) in Item 3C.

ITEM 4 - CHANGED ENROLLMENT - Check "YES," in Item 4A if the student continues to pursue one or more classes but has withdrawn from one or more other classes or was dropped by the school from one or more other classes. Enter the date that the hours changed in Item 4B and the number of new hours in Item 4C. If the change is less than 1/2 time training, enter tuition and fees in Item 4D.

ITEM 5 - REMARKS - Use to specify other pertinent data.

ITEM 6 - SIGNATURE AND TITLE OF CERTIFYING OFFICIAL. DATE SIGNED - Sign and specify your title in Item 6A. Enter the date that you signed this form in Item 6B.

2. ENROLLMENT INFORMATION IS CORRECT

☒ YES ☐ NO (If "NO," complete Item 3 and 4 as appropriate)

3A. TERMINATED ENROLLMENT (If "YES," complete Items 3B and 3C)
☐ YES ☐ NO

3B. DATE TERMINATED (Mo., Day, Yr.)

3C. REASON (If known)

4A. CHANGED ENROLLMENT (If "YES," complete Items 4B thru 4D)
☐ YES ☐ NO

4B. DATE HOURS CHANGED

4C. NUMBER OF NEW HOURS

4D. IF 4B AND 4C IS LESS THAN 1/2 TIME TRAINING SHOW TUITION AND FEES.

5. REMARKS

I CERTIFY that the previous statements are true and correct to the best of my knowledge and belief.

PENALTY - Willful false reports concerning benefits payable by VA may result in fine or imprisonment or both.

6A. SIGNATURE AND TITLE OF CERTIFYING OFFICAL
George B Smith GEORGE B. SMITH, Registrar

6B. DATE SIGNED
4-21-90

VA FORM
NOV 1989 22-6553

SUPERSEDES VA FORM 22-6553, JAN [illegible]
WHICH WILL NOT BE USED.

Form Approved
OMB No. 2900-0354

Veterans Administration

CERTIFICATION OF ATTENDANCE

(For Courses Not Leading To A Standard College Degree And Farm Cooperative Courses Under Chapters 30, 32, 34 & 35, Title 38, U.S. Code; Chapter 106, Title 10, U.S. Code; And Section 903, Public Law 96-342)

Richard M. Estevez
1717 Delray Court
Kimberly, NE 67892

FOR VA USE ONLY

DATE 12-01-88	FILE NUMBER 678 90 1234
PAYEE 00	TYPE TRAINING NCD
FACILITY CODE 31816219	TYPE NUMBER OF HOURS D 30
DAYS PER WEEK 5	BENEFIT CH 30

TO THE STUDENT: Complete, sign and date Section I of this form as instructed on the reverse side. Then give this form to the school to complete and return to the VA office shown above.

NOTE: PAYMENT CANNOT BE ISSUED TO YOU UNTIL THIS FORM HAS BEEN RECEIVED AND PROCESSED BY THE VA

SECTION I - STUDENT CERTIFICATION

1. MONTHS TO BE CERTIFIED	2. DATES OF ABSENCE(S) (List dates for each month shown in Item 1)
November 1988	2, 9, 16

3A. DATE ATTENDANCE TERMINATED (Month, day, year)	3B. REASON FOR TERMINATION

I CERTIFY that the previous statements are true and correct to the best of my knowledge and belief.

PENALTY - Willful false reports concerning benefits payable by the VA may result in fine or imprisonment or both.

4A. SIGNATURE OF STUDENT Richard M. Estevez	4B. DATE SIGNED 12-1-88

SECTION II - SCHOOL CERTIFICATION

INSTRUCTIONS: Please verify the absence(s) reported in Item 2 with official school attendance records. In Items 5A through E, report any changes in the attendance scheduled. In Item 7, on the reverse, report any discrepancies or other information pertinent to this student's enrollment. Also in Item 7, report additional full days of absence resulting from the conversion of partial days of absence and tardiness. If this student terminated before completion of the term AND your school operates on a term, block or unit basis, specify the date through which credit was last accrued.

5. CHANGES IN ATTENDANCE (If applicable)

A. EFFECTIVE DATE (Month, day, year)	B. NEW HOURS (Per week)	C. NUMBER OF DAYS (Per week)	D. REVISED END DATE (Month, day, year)	E. TUITION CHARGES (In-service or less than ½ time)

I CERTIFY that the previous statements are true and correct to the best of my knowledge and belief.

PENALTY - Willful false reports concerning benefits payable by the VA may result in fine or imprisonment or both.

6A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL Andrew Parker	6B. DATE SIGNED 12-1-88

FILE NUMBER:

VA FORM SEP 1986 22-8553a

EXISTING STOCK OF VA FORM 22-8553A, JUN 1984, WILL BE USED.

BEST COPY AVAILABLE

7. REMARKS

Student's Reported Absences certified correct.

In addition, official school attendance records reflect one (1) additional full day of absence resulting from the conversion of partial days of absence and tardiness.

PRIVACY ACT INFORMATION: No further monies or benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (38 U.S.C. 1780). The information requested on this form will be used to determine your continuing eligibility for benefits and the proper amount payable. The responses which are submitted may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58 VA 21/22/28, Compensation, Pension, Education and Rehabilitation Records – VA, published in the Federal Register.

INSTRUCTIONS TO STUDENT

Item 1. Preprinted on the form.

Item 2. List all absences, if any, for the enrollment period shown in Item 1. If you have terminated your course, include all absences through the termination date. If the current month is displayed, you may certify absences only for any previous month at this time. If you certify now through the previous month, another form will be mailed to you for this month. On the other hand, you may choose to wait until the end of this month to certify the entire period shown. Enter each date you were absent (excused or unexcused) from regularly scheduled days of attendance. Also enter the date of each school holiday or vacation period and interval between terms, quarters, etc. DO NOT report Federal or State legal holidays or days immediately before or after such holidays when sessions are not customarily held. Payment will be reduced for more than 30 days of absence based on attendance of 5 days per week over a twelve month period.

Items 3A & 3B. If you have quit school, or otherwise terminated or completed your course, enter the last date of attendance in Item 3A and the reason for termination in Item 3B.

Items 4A & 4B. Sign and date this form ON OR AFTER the last day being certified.

Change of Address. If you are changing your address permanently, neatly line out the address and print your new address beside the old one. Be sure to include your ZIP code.

Chapter 34 Veterans Only. To assure correct payment of your allowance, you must promptly notify the VA of any change in the number of dependents.

IMPORTANT: AVOID PAYMENT DELAYS! BE SURE TO PROMPTLY COMPLETE, SIGN AND DATE THIS FORM BEFORE SUBMITTING IT TO SCHOOL OFFICIALS.

OMB Approved No. 2900-[illegible]
Respondent Burden: [illegible]

DEPARTMENT OF VETERANS AFFAIRS

Department of Veterans Affairs

STUDENT VERIFICATION OF ENROLLMENT FOR A COURSE LEADING TO A STANDARD COLLEGE DEGREE

(Under Chapter 30, Title 38 U. S. Code)

PAYEE ADDRESS

John T. Marks
1117 FAIRVIEW CT
SILVER SPRING MD
20910

VA RETURN ADDRESS

P. O. BOX 66830
ST. LOUIS, MO 63166-6830

INSTRUCTIONS

Preprinted Items Items 1A, 1B, and 1C show your enrollment from the date of your last verification until the ending date of your enrollment as reported by the school. Item 2 shows the dates you need to certify you actually were in school.

Items 3 and 4 YOU MUST COMPLETE BOTH OF THESE ITEMS

Items 5 and 6 Complete these items to show any changes in your enrollment.

Items 7A and 7B You must sign and date this form on or after the last date shown in item 2.

IMPORTANT: PAYMENT CANNOT BE MADE UNTIL THIS FORM HAS BEEN RECEIVED AND PROCESSED BY VA. Report any changes in your enrollment to your school. If you have a new address, line out the address shown above and print your new address beside the old one. Be sure to include your ZIP Code.

After completing this form, use the enclosed envelope to return it to VA at the return address shown above.

FOR VA USE ONLY - BAR CODE

VOID9A99999999919900825187 3

1 ENROLLMENT INFORMATION

A DATE STARTING	A DATE ENDING	B NO/TYPE HOURS	C TRAINING TIME
01-01-90	08-24-90	00/	LESS THN QTR

FOR VA USE ONLY

FILE NUMBER: 999-99-9999
DATE ISSUED: AUG 29, 1990
FACILITY CODE: 0-0-0000-00
TYPE TRAINING:
NAME OF INSTITUTION:

2 PERIOD TO BE VERIFIED
8-1-90 - 8-24-90

3 THE ENROLLMENT INFORMATION IN ITEM 1 IS CORRECT (I plan to continue through the last ending date shown)
☑ YES ☐ NO (If No, complete items 5 or 6) (You must complete item 4)

4 MY ACTUAL ATTENDANCE DURING THE PERIOD SHOWN IN ITEM 2 CONTINUES TO MEET ALL SCHOOL REQUIREMENTS
☑ YES ☐ NO (If No, complete items 5 or 6)

5A I CHANGED/WILL CHANGE MY WORKLOAD
☐ YES ☑ NO (If yes, complete items 5B thru 5D)
5B. DATE HOURS CHANGED
5C. NUMBER OF OLD HOURS
5D. NUMBER OF NEW HOURS

6A I STOPPED/WILL STOP ATTENDING
☐ YES ☑ NO (If yes, complete item 6B)
6B. DATE LAST ATTENDED

I CERTIFY THAT the information above is true and correct to the best of my knowledge and belief.

7A. SIGNATURE OF STUDENT
John T. Marks

7B. DATE SIGNED
9-5-90

PENALTY - Willful [illegible] punishable by [illegible] imprisonment [illegible] or both

VA FORM AUG 1989 **22-8979**

SUPERSEDES VA FORM 22-8979, MAY 1989 WHICH WILL NOT BE USED

(Continued on Reverse)

BEST COPY AVAILABLE

GROUP III - MISCELLANEOUS FORMS

DVA FORM NUMBER	TITLE	Page No.
572	Request for Change of Address	B-42
21-674	Request for Approval of School Attendance	B-43
21-686c	Declaration of Status of Dependents	B-44
22-1993a	Certificate of Eligibility	B-45
22-5490a	Educational Plan (Chapter 35)	B-46
4-8690	Work-Study Time Record	B-47
22-8794	Designation of Certifying Official(s)	B-48
22-8873	Supplemental Information for Change of Program or Reenrollment after Unsatisfactory Progress or Conduct	B-49

Veterans Administration

REQUEST FOR CHANGE OF ADDRESS/ CANCELLATION OF DIRECT DEPOSIT

NOTE: To notify the Veterans Administration of a change in address, cancellation of direct deposit, or both, complete this form and mail it to the VA office having your records. The information is requested under Title 38, United States Code, and will help insure that VA correspondence and any VA benefit checks to which you may be entitled are sent to your correct address. Disclosure is voluntary. However, if the information is not furnished, your mail may be lost or delayed and benefit payments, if any, may be suspended. Failure to furnish this information will have no other adverse effect on any benefit to which you may be entitled. The information may be disclosed outside the VA as permitted by law, or as stated in the "Notices of Systems of VA Records" which have been published in the Federal Register in accordance with the Privacy Act of 1974.

1. I REQUEST
☑ CHANGE OF MY RESIDENCE ADDRESS
☐ BOTH
☐ A CANCELLATION OF MY DIRECT DEPOSIT ACCOUNT

2. I RECEIVE BENEFITS AS THE
☑ VETERAN
☐ FATHER
☐ MOTHER
☐ WIFE/HUSBAND
☐ CHILD
☐ FIDUCIARY
☐ WIDOW(ER)
☐ OTHER (Specify)

3. VA FILE NO. (Include letter prefix, if any): CSS 576 35 4210

4. VETERAN'S SOCIAL SECURITY NO: 576 35 4210

5. PAYEE NO (If known): 00

6. TYPE OF BENEFIT RECEIVED
☐ COMPENSATION OR PENSION
☐ OTHER (Specify)
EDUCATION
☐ CHAPTER 31
☑ CHAPTER 30
☐ CHAPTER 35
☐ CHAPTER 32 (VEAP)

7. INSURANCE NO(S) (Only give these numbers if you are receiving payments on the insurance policy of a deceased veteran)

8. TYPE OF ADDRESS CHANGE (Complete if applicable)
☑ PERMANENT
☐ TEMPORARY

9. NAME OF PAYEE AS SHOWN ON CHECK (Type or print): JAMES EARL FARRENTINO

10. FIRST NAME - MIDDLE INITIAL - LAST NAME OF VETERAN: JAMES E. FARRENTINO

11. NEW ADDRESS (Complete only if applicable)

NUMBER AND STREET OR RURAL ROUTE (Include APT. NO., if appropriate): 228 STONY BROOK DRIVE
CITY: MT. OLIVE
STATE: MICHIGAN
ZIP CODE: 22663

12. TO BE COMPLETED BY DIRECT DEPOSIT PARTICIPANTS ONLY

IF YOUR BENEFIT PAYMENT IS CURRENTLY BEING SENT TO A FINANCIAL ORGANIZATION, BUT YOU WANT IT CANCELLED AND SENT TO YOUR HOME ADDRESS CHECK THIS BOX ☐

Your payments will continue to be sent to the financial organization until the cancellation is processed. Do not close your bank account until your first payment is received at your home address

13. SIGNATURE OF VETERAN OR PAYEE (DO NOT PRINT): James E. Farrentino

14. DATE: 11/30/88

VA FORM APR 1984 572

EXISTING STOCKS OF VA FORM 572, DEC 1982, WILL BE USED.

☆ U.S.G.P.O. 1984-421-488/11978

BEST COPY AVAILABLE

Form Approved
OMB No. 76-R0243

1. ADDRESS OF VA OFFICE

Veterans Administration

REQUEST FOR APPROVAL OF SCHOOL ATTENDANCE

IMPORTANT – This form should be completed in duplicate and signed in Part III. Return the original (VA File Copy 1) to the VA Office shown in Item 1. The copy will be retained by the claimant. SEE INSTRUCTIONS ON REVERSE OF COPY 1.

PART I–TO BE COMPLETED BY CLAIMANT (also sign certification in Part III)

2. FIRST NAME–MIDDLE INITIAL–LAST NAME OF VETERAN *(Type or print)* Michael Alan Treadwell

3. VA FILE NUMBER C- 389 76 2922

4. FIRST NAME–MIDDLE INITIAL–LAST NAME OF STUDENT *(Veteran's child attending school) (Type or print)* Jennifer Michelle Treadwell

5A. DATE OF BIRTH September 9, 1970

5B. HAS STUDENT EVER MARRIED? ☐ YES ☑ NO *(If "Yes", complete Item 5C)*

5C. DATE OF MARRIAGE

6. ADDRESS OF STUDENT *(Number and street or rural route, city or P.O., State and Zip code)*
2511 Rolling Vista Circle
Green Lakes, Arizona 43912

7. IS TUITION AND/OR ALLOWANCE FOR STUDENT'S EDUCATION OR TRAINING BEING PAID BY FEDERAL EMPLOYEES COMPENSATION OR ANY OTHER AGENCY OF THE UNITED STATES GOVERNMENT? ☐ YES ☑ NO *(If "Yes," explain in Item 14, Remarks)*

8A. NAME AND ADDRESS OF SCHOOL FOR WHICH APPROVAL IS REQUESTED
Orwellian School of Art
Green Lakes, Arizona

8B. NAME OR TYPE OF COURSE OF EDUCATION OR TRAINING Commercial Art

9A. OFFICIAL BEGINNING DATE OF REGULAR TERM OR COURSE *(Month, day, year)* 10-10-88

9B. DATE STUDENT STARTED OR EXPECTS TO START COURSE *(Month, day, year)* 10-10-88

9C. EXPECTED DATE OF GRADUATION *(Month, day, year)* 7-18-90

10A. IS STUDENT ENROLLED IN A FULL-TIME HIGH SCHOOL OR COLLEGE COURSE?	10B. SUBJECTS FOR WHICH STUDENT IS ENROLLED *(If other than full-time high school or college course)*	10C. NUMBER OF SESSIONS PER WEEK	10D. HOURS PER WEEK
☐ YES ☑ NO *(If "No," complete Items 10B, 10C and 10D)*	Commercial Art	15	30

11A. WAS STUDENT ATTENDING ANY SCHOOL AT END OF LAST SCHOOL TERM? ☑ YES ☐ NO *(If "Yes", complete Items 11B thru 11F)*

11B. NAME AND ADDRESS OF SCHOOL ATTENDED LAST TERM
Red Devil High School
Green Lakes, Arizona

11C. NO. OF SESSIONS PER WEEK	11D. HOURS PER WEEK	11E. BEGINNING DATE OF LAST TERM	11F. ENDING DATE OF LAST TERM
5	35	9/4/87	6/6/88

PART II–STUDENT'S INCOME AND NET WORTH (See instruction for when required)

12. REPORT OF INCOME BY CALENDAR YEAR *(IMPORTANT–Do NOT report VA benefits)*

A. SOURCE	B. RECEIVED *(Report for year in which school term begins–See Item 9 above)*	C. EXPECTED *(Report for year following that shown in column B)*
EARNINGS FROM ALL EMPLOYMENT		
ANNUAL SOCIAL SECURITY		
OTHER ANNUITIES		
ALL OTHER INCOME *(Interest, dividends, etc.)*		

13. VALUE OF ESTATE

A. SAVINGS *(Including cash)*	$
B. SECURITIES, BONDS, ETC.	
C. REAL ESTATE *(Not your home)*	
D. ALL OTHER ASSETS	
E. TOTAL OF ABOVE	$
F. LESS DEBTS	–
G. NET WORTH *(Line E minus F)*	$

14. REMARKS

PART III–CERTIFICATION AND AGREEMENT TO BE SIGNED BY CLAIMANT

NOTE: This part will be completed by the student only if he or she has attained majority and is claiming benefits in his or her own right. Otherwise, the parent, guardian or custodian will sign and also enter his or her relationship to the student.

I CERTIFY THAT the information given above is true and correct to the best of my knowledge and belief and request approval of the course of education or training shown above.

I AGREE to notify the Veterans Administration immediately of any changes in this course of education, transfer to another school, discontinuance of school attendance or marriage prior to completion of the course. I understand that any benefits allowed by reason of this request will be discontinued upon the occurrence of any of these conditions, or by the death of the student.

15. SIGNATURE Michael Treadwell

16. RELATIONSHIP TO STUDENT Father

17. DATE 10/21/88

PENALTY: The law provides severe penalties which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false.

VA FORM 21–674
AUG 1980

EXISTING STOCKS OF VA FORM 21-674, JUN 1979, WILL BE USED.

VA FILE COPY 1

OMB Approved No. 2900-0043
Respondent Burden: 1/4 hour

Veterans Administration

DECLARATION OF STATUS OF DEPENDENTS

PRIVACY ACT INFORMATION - No benefits may be granted for spouse or children unless this form is completed and returned as required by existing law (38 CFR 3.205 and 3.209). The information requested on this form is considered relevant and necessary to determine maximum benefits provided by law. Responses may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 1/4 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to VA Clearance Officer (732), VA Central Office, Washington, DC 20420; and to the Office of Management and Budget, Washington, DC 20503.

INSTRUCTIONS - This form must be completed and returned to the VA. Certified copies of public records may be obtained free in some jurisdictions if the county clerk or similar custodian of such records is informed that they are required by the Veterans Administration in determining eligibility for benefits. If you previously submitted a certified copy of a birth or marriage record, you need not furnish another certified copy.

1. FIRST NAME - MIDDLE NAME - LAST NAME OF VETERAN: Steven Morris Clark
2. NAME OF CLAIMANT *(If other than veteran)*:
3. FILE NUMBER: C-28 676 625

4. ADDRESS OF CLAIMANT *(No. and street or rural route, city or P.O., State and ZIP Code)*
2807 Delmar Lane
Reidsville, Tennessee 43211

5. MARITAL STATUS *(Check one)*
☑ MARRIED ☐ SEPARATED
☐ WIDOWED ☐ NEVER MARRIED *(If checked, do not complete items 6 thru 10)*
☐ DIVORCED

NOTE - Furnish the following information about each of your marriages including your current marriage. A certified copy of the public or church record of your current marriage is required unless previously submitted. Begin with your current marriage.

6A. DATE AND PLACE OF MARRIAGE	6B. TO WHOM MARRIED *(First name, middle initial, last name)*	6C. HOW MARRIAGE TERMINATED *(Death, divorce)*	6D. DATE AND PLACE TERMINATED
12-25-88 Memphis, TN	Katherine S. Hardman		
6-8-85 Reno, NV	Carol L. Peterson	Divorce	2-19-86 Memphis, TN

NOTE - Furnish the following information about each previous marriage of your present spouse.

7A. DATE AND PLACE OF MARRIAGE	7B. TO WHOM MARRIED *(First name, middle initial, last name)*	7C. HOW MARRIAGE TERMINATED *(Death, divorce)*	7D. DATE AND PLACE TERMINATED
9/17/84 Louisville, KY	Robert H. Coleman	Divorce	5/27/88 - Memphis, TN

8. DO YOU LIVE TOGETHER? *(Answer only if married)* ☑ YES ☐ NO *(If "No," complete item 9)*
9. AMOUNT YOU CONTRIBUTE TO YOUR SPOUSE'S SUPPORT MONTHLY: $
10. ADDRESS OF PRESENT SPOUSE *(If different than item 4)*:

11. IDENTIFICATION OF VETERAN'S UNMARRIED CHILDREN *(Check)* ▶ ☑ UNDER 18 YEARS OF AGE ☐ OVER 18 AND UNDER 23, AND ATTENDING SCHOOL ☐ OF ANY AGE PERMANENTLY HELPLESS FOR MENTAL OR PHYSICAL REASONS

NOTE - If any box in item 11 is checked, furnish the following information for each child and submit a certified copy of the public or church record of birth or a copy of the court record of adoption or adoption agreement.

12A. FULL NAME OF EACH CHILD	12B. DATE OF BIRTH *(Mo.,day,yr.)*	12C. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF CHILD *(If child is not in custody of person claiming dependency allowance)*
Steven Morris Clark, Jr.	9-6-85	Carol P. Matthews 1310 Elm St., Memphis, TN 43208
Elizabeth Pruitt Clark	10-8-89	

I HEREBY CERTIFY THAT the information I have given above is true and correct to the best of my knowledge and belief.

13A. DATE: 10-16-89
13B. SIGNATURE OF CLAIMANT: SIGN HERE IN INK ▶ Steven M. Clark

PENALTY - The law provides severe penalties which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false, or for the fraudulent acceptance of any payment to which you are not entitled.

VA FORM JUL 1988 **21-686c**

EXISTING STOCKS OF VA FORM 21-686C, JAN 1984, WILL BE USED.

★ U.S.G.P.O. 1988- 202-991/82879

BEST COPY AVAILABLE

Veterans Administration

Certificate of Eligibility

(SEE REVERSE FOR INFORMATION AND INSTRUCTIONS)

FILE NUMBER
C- 123 45 6789

James C. Monroe
2913 Ridgecrest Drive
Cheyenne, WY 43692-2913

This is to certify that the person identified above is entitled to enroll in and pursue the program of education or training shown below under Chapter 30 , Title 38, U.S.C., for a period not to exceed the entitlement shown.

☒ As a veteran, your credited entitlement based on length of creditable service is 36 months and 0 days if used prior to September 21, 1998.

☐ As a of a veteran, you have a maximum entitlement of months and days if used prior to

☐ As an individual continuing on active duty, your entitlement is months and days at this time.

☐ As a Post-Vietnam Era veteran, your entitlement based on all VEAP (Veterans Educational Assistance Program) contributions is months and days which represents $ in educational assistance allowance if used prior to

☐ As a Post-Vietnam Era serviceperson, your entitlement based on all VEAP contributions at this time is months and days which represents $ in educational assistance allowance.

FINAL OBJECTIVE Masters Degree - History	NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT Greystone Mountain University 25462 Crested Butte Green River, WY 43697-5462
APPROVED COURSE(S) Bachelors Degree Masters Degree	

LIMITATIONS: A. Enrollment may be approved ONLY if the school or training establishment is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1974 and Section 504 of the Rehabilitation Act of 1973. B. Education or training must be discontinued if student fails to maintain satisfactory conduct or progress. C. Appropriate credit must be allowed for previous education and training with the remaining period of training shortened proportionately. D. The paragraph(s) checked below refer to LIMITATIONS on your enrollment. Ignore any paragraph not checked.

☐ 1. Initiation of this program will be your first and only optional change of program.

☐ 2. Another change of program cannot be approved unless the requested program is shown to be suitable to your aptitudes, interests and abilities.

☐ 3. Initiation of this program will be your second change of program. Generally, this is the last change permitted by law.

☐ 4. No additional change of program can be considered unless another change is required by circumstances beyond your control.

☐ 5. Resumption of your VA educational benefits cannot be authorized prior to , the effective date of removal of the cause of your unsatisfactory progress.

☐ 6.

VA FORM SEP 1983 **22-1993a** EXISTING STOCKS OF VA FORM 22-1993a, MAY 1981, WILL BE USED SCHOOL COPY 1

WORK - STUDY TIME RECORD (VETERAN - STUDENT SERVICES)

1. AGREEMENT CONTROL NO. 25-9-00

2. NAME OF VETERAN-STUDENT Kenneth R. Tucker

3. CLAIM FILE NO. (Include prefix) 123 45 6789

4. APPROVED PERIOD OF EMPLOYMENT (Month, day, year)

A. FROM 9-10-88

B. TO 12-21-88

5. TOTAL NO. OF HOURS TO BE WORKED 250

INSTRUCTION - Use Remarks Section on reverse to show changes in Items 6A and 6b. Include effective dates.

6A. PLACE OF EMPLOYMENT Charles County Community College

6B. NAME OF SUPERVISOR Mrs. Robert J. Smith

6C. MAILING ADDRESS OF SUPERVISOR

CCCC
2000 County Line Road
Little Falls, Arizona 44698

6D. TELEPHONE NUMBER OF SUPERVISOR

(601)
697-2121

7. SCHEDULE OF HOURS WORKED

DATE	NO. OF HOURS WORKED	CUMULATIVE TO DATE	INITIALS		DATE	NO. OF HOURS WORKED	CUMULATIVE TO DATE	INITIALS	
			VETERAN	SUPV.				VETERAN	SUPR.
9/12/88	3	3	KRT	BTS					
9/13/88	3	6	KRT	BTS					
9/14/88	3	9	KRT	BTS					
9/15/88	3	12	KRT	BTS					
9/16/88	3	15	KRT	BTS					

VA FORM MAR 1978 **4-8690**

EXISTING STOCKS OF VA FORM 4-8690, MAY 1975, WILL BE USED.

Form Approved
OMB No. 2900-0262

Veterans Administration

DESIGNATION OF CERTIFYING OFFICIAL(S)

PRIVACY ACT INFORMATION: This report is authorized by law, 38 U.S.C. 1784. While you are not required to respond, payments to veterans and other eligible persons may be delayed or stopped if this form is not completed and returned. The information you submit may be disclosed outside the VA only as authorized by law, including the routine uses identified in the VA system of records 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records-VA, published in the Federal Register.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Veterans Administration.

INSTRUCTIONS: This form must only be completed by a responsible official with the authority to designate certifying officials for the school or training establishment. The name, title and signature of each certifying official must be entered as applicable under the appropriate jurisdictional area in Items 3A and 3C. If a certifying official has limited jurisdiction, note such limitations in Item 4, "Remarks."

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include ZIP Code)*

GRANITE CITY COMMUNITY College
11000 MARSH BOULEVARD
ARGONNE, SOUTH DAKOTA 45912-1602

FOR VA USE ONLY

PROFIT STATUS	TYPE

NAME	LOCATION

2A. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) *(Include Area Code)*
(917) 275-5150

2B. TELEPHONE NO. OF VETERANS AFFAIRS OFFICE *(Include Area Code)*
(917) 275-5150

3. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT.

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS AND EDUCATION LOANS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING *(as applicable)*, OTHER CERTIFICATIONS OF ENROLLMENT AND THE SCHOOL PORTION OF EDUCATION LOAN APPLICATIONS, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)	Charles E. Pike	VETERANS' COORDINATOR	
(2)			
(3)			
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE *(e.g. rubber stamp)* SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 3A ABOVE ARE AUTHORIZED:

(1) N/A	(2)
(3)	(4)

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY – OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990t, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)	Carol Blanchard	REGISTRAR	Carol Blanchard
(2)			
(3)			

4. REMARKS

It is hereby certified that the Veterans Administration will be notified of any changes in the designations shown on this form as they occur.

5. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL
, PRESIDENT

6. DATE
8/1/88

PENALTY – The law provides that whoever makes any false statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

VA FORM 22-8794
MAY 1983

EXISTING STOCK OF VA FORM 22-8794, FEB 1980, WILL BE USED.

Form Approved
OMB No. 2900-0358

Veterans Administration

SUPPLEMENTAL INFORMATION FOR CHANGE OF PROGRAM OR REENROLLMENT AFTER UNSATISFACTORY PROGRESS OR CONDUCT

PRIVACY ACT NOTICE: The information we are requesting is considered necessary to determine your eligibility for additional educational assistance benefits, and is requested under authority of title 38, U.S.C., sections 1674, 1724 and 1791. Your response is voluntary, but failure to furnish the information may result in the denial of your claim. The responses you submit are considered confidential (38 U.S.C. 3301), and may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Rehabilitation Records–VA, which is published in the Federal Register.

1. FIRST—MIDDLE—LAST NAME OF VETERAN OR ELIGIBLE PERSON	2. VA FILE NUMBER
Frederick Manfred Hauser	CSS 123 45 6789

INSTRUCTIONS: Please furnish the information requested in the items checked below. You may disregard any item that is not checked. Attach a separate page if more space is required or use the space in Part III on reverse. Be sure to enter your signature and the date in Items 16 and 17 before you return this form.

PART I—SUITABILITY OF PROGRAM

☐ 3A. NAME OF FIRST PROGRAM
Auto Mechanics

3B. WHAT DID YOU LIKE OR DISLIKE ABOUT YOUR FIRST PROGRAM USING VA BENEFITS?
Lots of Practical Training

3C. IF YOU DID NOT COMPLETE THIS PROGRAM, PLEASE EXPLAIN WHY
Had to work long hours - couldn't continue

☐ 4A. NAME OF SECOND PROGRAM
Associate Degree - General Studies

4B. WHAT DID YOU LIKE OR DISLIKE ABOUT YOUR SECOND PROGRAM USING VA BENEFITS?
Good overall knowledge of various topics

4C. IF YOU DID NOT COMPLETE THIS PROGRAM, PLEASE EXPLAIN WHY
completed

☐ 5A. PROGRAM BEING REQUESTED
Bachelors

5B. IF THIS PROGRAM IS RELATED TO PREVIOUS TRAINING YOU HAVE RECEIVED, EXPLAIN HOW IT IS RELATED
Some credits transferred

5C. WHY DO YOU THINK THIS IS THE RIGHT PROGRAM FOR YOU?
Need degree to go into business

5D. IF YOU HAVE PREVIOUSLY COMPLETED A PROGRAM OF TRAINING, EXPLAIN WHY YOU FIND IT NECESSARY TO TRAIN FOR A NEW OBJECTIVE
Prior program was too general

☐ 6A. HAVE YOU ALREADY BEEN ACCEPTED INTO YOUR NEW PROGRAM?
☑ YES ☐ NO *(If "Yes," please furnish a copy of your admission or acceptance notice)*

6B. EXPLAIN THE TESTING OR OTHER PROCESSES YOU FOLLOWED OR WILL FOLLOW TO GAIN ADMISSION OR ACCEPTANCE INTO YOUR NEW PROGRAM

☐ 7. ADDITIONAL INFORMATION

VA FORM
MAY 1982 **22-8873**

(Continued on Reverse)

PART II—UNSATISFACTORY PROGRESS OR CONDUCT

☐ 8. LIST REASONS YOU WERE UNABLE TO MAINTAIN SATISFACTORY PROGRESS OR CONDUCT IN TRAINING

Course work too difficult

☐ 9. WHAT ARE YOUR PLANS FOR OVERCOMING THE CAUSE(S) OF YOUR UNSATISFACTORY PROGRESS OR CONDUCT?

Get A Tutor / study more

☐ 10. SINCE YOU PLAN TO CONTINUE IN THE SAME PROGRAM, WHAT GRADE OR ACHIEVEMENT LEVEL MUST YOU REACH IN ORDER FOR YOUR PROGRESS TO AGAIN BE CONSIDERED SATISFACTORY? *(If your school has notified you of the minimum standards you must achieve, attach a copy of the school's notification)*

A "C" AVERAGE

☐ 11A. WHEN DO YOU EXPECT TO COMPLETE YOUR PROGRAM?

May '90

11B. IF YOUR COMPLETION TIME HAS BEEN LENGTHENED BECAUSE OF UNSATISFACTORY PROGRESS, EXPLAIN WHY *(If lengthened, complete Item 11C)*

11C. HOW MUCH HAS YOUR TRAINING BEEN LENGTHENED?

☐ 12. SINCE YOU PLAN TO CHANGE SCHOOLS OR PROGRAMS, EXPLAIN SPECIAL CONDITIONS, IF ANY, YOU ARE EXPECTED TO MEET TO MAINTAIN A SATISFACTORY ACADEMIC STANDING *(If your school has given you a written notification, attach a copy of that notice)*

☐ 13. SINCE YOU ARE PLANNING TO ENTER OR CONTINUE IN A DEGREE PROGRAM, WHAT CONDITIONS MUST YOU SATISFY TO BECOME FULLY ACCEPTED AS A CANDIDATE FOR A DEGREE?

Raise GPA To 2.0

☐ 14A. IDENTIFY THE SPECIFIC EDUCATIONAL, PROFESSIONAL OR VOCATIONAL OBJECTIVE YOU PLAN TO ATTAIN THROUGH FURTHER TRAINING

14B. WHY DO YOU THINK THIS IS THE RIGHT OBJECTIVE FOR YOU?

PART III—OTHER INFORMATION

15. FURNISH ANY RELATED INFORMATION YOU WOULD LIKE TO HAVE CONSIDERED WHEN YOUR CLAIM IS EVALUATED

I HEREBY CERTIFY THAT the statements contained herein are true and complete to the best of my knowledge and belief.

16. SIGNATURE OF APPLICANT

Fred M. House

17. DATE

7-8-89

IMPORTANT ▶ **NOTE:** If you have already enrolled in an institutional program (college, university, technical school, etc.), it may expedite the processing of your claim if you submit this form through the Veterans Affairs office of your school so the school can attach a certification of your enrollment and forward both forms to the Veterans Administration.

★ U.S. GOVERNMENT PRINTING OFFICE: 1984-461-804/21090

APPENDIX C

TABLES FOR

CREDIT HOUR TRAINING TIME EQUIVALENCY,

MEASUREMENT OF COURSES,

AND

PAYMENT RATES FOR CHAPTER 34 AND 35

TRAINING TIME EQUIVALENCY TABLE–
FULL TIME -12 CREDIT HOURS (38 CFR 21.4272(g))

USE OF TABLE. In determining whole weeks in the course, disregard fraction of 3 days or less and consider fraction of 4 days or more as a full week. Training time can be determined by reading across the credit-hour line to the number of weeks per semester or quarter column. EXAMPLE: 5 semester hours in 10 weeks equals (5 X 18 = 90 ÷ 10 = 9 sem. hrs.) - three-quarter time training.

Semester Hrs. Per Term	Number of Weeks Per Term 15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
12 or more															
11	3/4														
10	3/4														
9	3/4	3/4													
8	1/2	3/4	3/4												
7	1/2	3/4	3/4	3/4	3/4										
6	1/2	1/2	1/2	3/4	3/4	3/4									
5	- 1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4							
4	- 1/2	- 1/2	- 1/2	1/2	1/2	1/2	1/2	3/4	3/4						
3	1/4	1/4	- 1/2	- 1/2	- 1/2	- 1/2	1/2	1/2	1/2	3/4	3/4				
2	1/4	1/4	1/4	1/4	1/4	1/4	- 1/2	- 1/2	- 1/2	1/2	1/2	3/4			
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	- 1/2	1/2	3/4	

FULL TIME

Quarter Hrs. Per Term	Number of Weeks Per Term 10 to 13	9	8	7	6	5	4	3	2	1
12 or more										
11	3/4									
10	3/4									
9	3/4									
8	1/2	3/4								
7	1/2	3/4	3/4							
6	1/2	1/2	3/4	3/4						
5	- 1/2	1/2	1/2	1/2	3/4					
4	- 1/2	- 1/2	1/2	1/2	1/2	3/4				
3	1/4	- 1/2	- 1/2	- 1/2	1/2	1/2	3/4			
2	1/4	1/4	1/4	1/4	- 1/2	- 1/2	1/2	1/2		
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	- 1/2	1/2	

FULL TIME

TRAINING TIME

"BLANK"	- Full Time
3/4	- Three-Quarter Time
1/2	- One-Half Time
- 1/2	- Less Than One-Half– more than One Quarter
1/4	- One Quarter or Less

TRAINING TIME EQUIVALENCY TABLE–
FULL TIME–13 OR MORE CREDIT HOURS (38 CFR 21.4272(g))

USE OF TABLE. In determining whole weeks in the course, disregard fraction of 3 days or less and consider fraction of 4 days or more as a full week. Training time can be determined by reading across the credit-hour line to the number of weeks per semester or quarter column. EXAMPLE: 7 semester hours in 10 weeks equals (7 X 18 = 126 ÷ 10 = 12.6 sem. hrs.) - three-quarter time training.

Semester Hrs. Per Term	Number of Weeks Per Term 15 to 19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
14 or more															
13	([1])								FULL TIME						
12	3/4														
11	3/4														
10	3/4	3/4	3/4												
9	1/2	3/4	3/4	3/4											
8	1/2	3/4	3/4	3/4	3/4										
7	1/2	1/2	1/2	3/4	3/4	3/4									
6	- 1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4							
5	- 1/2	- 1/2	- 1/2	1/2	1/2	1/2	3/4	3/4	3/4						
4	- 1/2	- 1/2	- 1/2	- 1/2	- 1/2	1/2	1/2	1/2	3/4	3/4					
3	1/4	1/4	- 1/2	- 1/2	- 1/2	- 1/2	- 1/2	- 1/2	1/2	1/2	3/4	3/4			
2	1/4	1/4	1/4	1/4	1/4	1/4	- 1/2	- 1/2	- 1/2	- 1/2	1/2	1/2	3/4		
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	- 1/2	- 1/2	1/2	

Quarter Hrs. Per Term	Number of Weeks Per Term 10 to 13	9	8	7	6	5	4	3	2	1
14 or more										
13	([1])									
12	3/4									
11	3/4									
10	3/4	3/4								
9	1/2	3/4	3/4							
8	1/2	3/4	3/4	3/4		FULL TIME				
7	1/2	1/2	3/4	3/4						
6	- 1/2	1/2	1/2	3/4	3/4					
5	- 1/2	- 1/2	1/2	1/2	3/4	3/4				
4	- 1/2	- 1/2	- 1/2	- 1/2	1/2	1/2	3/4			
3	1/4	- 1/2	- 1/2	- 1/2	- 1/2	1/2	1/2	3/4		
2	1/4	1/4	1/4	1/4	- 1/2	- 1/2	- 1/2	1/2	3/4	
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	- 1/2	- 1/2	3/4

TRAINING TIME

"BLANK"	- Full Time
3/4	- Three-Quarter Time
1/2	- One-Half Time
- 1/2	- Less Than One-Half–more than One Quarter
1/4	- One Quarter or Less

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[1] *3/4 Time - When full-time measurement is 14 or more credit hours.*
Full time - When school certifies 13 credit hours is full time for all undergraduate students

TRAINING TIME EQUIVALENCY TABLE–NCD–CLOCK HOUR VS. CREDIT HOUR

A. Trng. Time	B. Net Clock Hrs./Wk.*	C. 14 Credit Hr. Full-Time System	D. 13 Credit Hr. Full-Time System	E. 12 Credit Hr. Full-Time System
Full Time	22 or more	14 or more	13 or more	12 or more
3/4 Time	16 through 21	10 through 13	10 through 12	9 through 11
1/2 Time	11 through 15	7 through 9	7 through 9	6 through 8
More than 1/4 less than 1/2	6 through 10	4 through 6	4 through 6	4, 5
1/4 time	5 or less	3 or less	3 or less	3 or less

**In measuring required hours of attendance, include supervised study periods; customary intervals not to exceed 10 minutes between classes; and rest periods, where shop practice predominates, not to exceed 2 hours per week for full-time, 1-1/2 hours for 3/4 time, 1 hour for 1/2 time, and 1/2 hour for more than 1/4 but less than 1/2 time.*

(NOTE: When a credit-hour NCD course is approved for operation on a regular term basis, and a term is not a standard semester or quarter as defined in 38 CFR 21.4200(b), the equivalent for full-time measurement on a credit-hour basis will be determined in accordance with the 38 CFR 21.4272 formula. The clock-hour requirement will be based on 22 hours of attendance per week as in col. B above.)

COURSES		FULL TIME	¾ TIME	½ TIME	LESS THAN ½ MORE THAN ¼ TIME	¼ TIME OR LESS
Kind of School	**Kind of Course**					
Collegiate Undergraduate	**Standard collegiate courses including cooperative and external degree programs**[1]	14 semester hours or equivalent[2]	10 thru 13 semester hours or equivalent	7 thru 9 semester hours or equivalent	4 thru 6 semester hours or equivalent	1 thru 3 semester hours or equivalent
Collegiate Graduate	**Standard collegiate graduate courses including law and external degree programs**[1]	14 semester hours or equivalent or as certified by a responsible official of the school[3]	10 thru 13 semester hours or as certified by a responsible official of the school	7 thru 9 semester hours or as certified by a responsible official of the school	4 thru 6 semester hours or as certified by a responsible official of the school	1 thru 3 semester hours or as certified by a responsible official of the school
Professional Nonaccredited	Law only[3]	12 class sessions per week	9 thru 11 class sessions per week	6 thru 8 class sessions per week	4 thru 5 class sessions per week	1 thru 3 class sessions per week (Feb. 1, 1978)
Professional Accredited and Equivalent	**Internships and residencies Medical, Dental and Osteopathic**	As established by accrediting association	As established by accrediting association or entity offering the internship or residency	As established by accrediting association or entity offering the internship or residency	As established by accrediting association or entity offering the internship or residency	As established by accrediting association or entity offering the internship or residency
	Nursing, X-ray medical technology, medical records librarian, physical therapy[4]	18 clock hours or 14 semester hours, as appropriate	13 thru 17 clock hours or 10 thru 13 semester hours as appropriate	9 thru 12 clock hours or 7 thru 9 semester hours, as appropriate	5 thru 8 clock hours or 4 thru 6 semester hours, as appropriate	1 thru 4 clock hours or less than 4 semester hours as appropriate (Oct. 29, 1980)
Training Establishment	**Apprentice or other on-the-job**[5]	**Standard Workweek**	FULL TIME ONLY			
Agricultural	**Farm Cooperative**[6]	10 clock hours net instruction[7]	7 clock hours net instruction	5 clock hours net instruction	NO PROVISION	

(38 U.S.C. 1682, 1732, 1777, 1787, 1788; PL 89-358; PL 90-77; PL 90-631; PL 91-219; PL 92-540; PL 93-508; PL 94-502; PL 95-202) (Feb. 1, 1978)

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COURSES		FULL TIME	¾ TIME	½ TIME	LESS THAN ½ MORE THAN ¼ TIME	¼ TIME OR LESS
Kind of School	Kind of Course					
Trade or Technical Nonaccredited (Includes college courses not leading to a standard degree)[1]	Shop practice as integral part of course	30 clock hours attendance with not more than 2½ hours rest period allowance and not more than 5 hours of supervised study	22 thru 29 clock hours attendance with not more than 2 hours rest period allowance and not more than 3¾ hours of supervised study	15 thru 21 clock hours attendance with not more than 1¼ hours rest period allowance and not more than 2½ hours of supervised study	8 thru 14 clock hours attendance with not more than ¾ hours rest period allowance and not more than 1¼ hours of supervised study	1 thru 7 clock hours attendance
	Theory and class instruction predominates[2]	25 clock hours net instruction and not more than 5 hours of supervised study	18 thru 24 clock hours net instruction and not more than 3¾ hours of supervised study	12 thru 17 clock hours net instruction and not more than 2½ hours of supervised study	7 thru 11 clock hours net instruction and not more than 1¼ hours of supervised study	1 thru 6 clock hours net instruction
Trade or Technical Accredited (Includes college courses not leading to a standard degree)[1]	Shop practice an integral part of course[3]	22 clock hours attendance with not more than 2½ hours rest period allowance	16 thru 21 clock hours attendance with not more than 2 hours rest period allowance	11 thru 15 clock hours attendance with not more than 1¼ hours rest period allowance	6 thru 10 clock hours attendance with not more than ¾ hours rest period allowance	1 thru 5 clock hours attendance
	Theory and class instruction predominates[2,3]	18 clock hours net instruction	13 thru 17 clock hours net instruction	9 thru 12 clock hours net instruction	5 thru 8 clock hours net instruction	1 thru 4 clock hours net instruction
High School Nonaccredited	High School Diploma or Equivalent[2,3]	25 clock hours net instruction and not more than 5 hours of supervised study or 4 units per year or equivalent	18 thru 24 clock hours net instruction and not more than 3¾ hours of supervised study or 3 units per year or equivalent	12 thru 17 clock hours net instruction and not more than 2½ hours of supervised study or 2 units per year or equivalent	7 thru 11 clock hours net instruction and not more than 1¼ hours of supervised study or 1 unit per year or equivalent	1 thru 6 clock hours net instruction
High School Accredited	High School Diploma or Equivalent[4,3]	18 clock hours net instruction or 4 units per year or equivalent	13 thru 17 clock hours net instruction or 3 units per year or equivalent	9 thru 12 clock hours net instruction or 2 units per year or equivalent	5 thru 8 clock hours net instruction or 1 unit per year or equivalent	1 thru 4 clock hours net instruction
Elementary School Nonaccredited[1]	High School Preparatory [2]	25 clock hours net instruction and not more than 5 hours of supervised study	18 thru 24 clock hours net instruction and not more than 3¾ hours of supervised study	12 thru 17 clock hours net instruction and not more than 2½ hours of supervised study	7 thru 11 clock hours net instruction and not more than 1¼ hours of supervised study	1 thru 6 clock hours net instruction
Elementary School Accredited[1]	High School Preparatory [2]	18 clock hours net instruction	13 thru 17 clock hours net instruction	9 thru 12 clock hours net instruction	5 thru 8 clock hours net instruction	1 thru 4 clock hours net instruction

(38 U.S.C. 1788; PL 92-540; PL 93-508; PL 94-502; PL 95-202)) (Feb. 1, 1978)

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EDUCATIONAL ASSISTANCE ALLOWANCE, INCLUDING ALLOWANCE FOR DEPENDENTS (38 U.S.C. CH. 34)
EFFECTIVE [10-1-84]

TYPE OF TRAINING	MONTHLY RATE			
	No Deps.	1 Dep.	2 Deps.	Each Add'l. Dep.
INSTITUTIONAL				
Full Time	$[376	$448	$510	$32
3/4 Time	283	336	383	24
1/2 Time	188	224	255	17
COOPERATIVE	304	355	404	23
APPRENTICESHIP OJT				
First 6 Months	274	307	336	14
Second 6 Months	205	239	267	14
Third 6 Months	136	171	198	14
Fourth and Any Succeeding 6 Months	68	101	131	14
FARM COOPERATIVE				
Full Time	304	355	404	23
3/4 Time	228	266	303	18
1/2 Time	152	178	202	12]
ACTIVE DUTY or Less Than 1/2 Time	Tuition cost, not to exceed rate of $[376] for full time, $[283] for 3/4 time. $[188] for 1/2 time or less but more than 1/4 time, $[94] for 1/4 time or less.			
FLIGHT	Entitlement charged at rate of 1 month for each $317 paid.			
CORRESPONDENCE	Entitlement charged at rate of 1 month for each $[376] paid.			

EDUCATIONAL ASSISTANCE ALLOWANCE FOR DEPENDENTS TRAINING UNDER TITLE 38, U.S.C., CHAPTER 35 EFFECTIVE JANUARY 1, 1990

	FULL TIME	THREE QUARTER	HALF TIME
INSTITUTIONAL	$404	$304	$202
LESS THAN HALF TIME	Tuition Cost, Not To Exceed The Rate of $202 For Less Than Half Time But More Than One-Quarter Time and $101 For One-Quarter Time.		
COOPERATIVE	$327 (Full time Only)		
FARM COOPERATIVE	$327	$245	$163
CORRESPONDENCE	Entitlement Charged At Rate Of One Month For Each $404 Paid.		
APPRENTICESHIP/ON-THE-JOB TRAINING	1st 6 Months 2nd 6 Months 3rd 6 Months 4th & Succeeding Months		$294 $220 $146 $73
Special Restorative Training			$404
Accelerated Charge - Cost Of Tuition And Fees In Excess Of -			$127
Entitlement Reduced 1 Day For Each			$13.46

APPENDIX D

DVA REGIONAL OFFICE ADDRESSES

Department of Veterans Affairs
Regional Office
474 South Court Street
Montgomery, AL 36104

Department of Veterans Affairs
Regional Office
235 East Eighth Avenue
Anchorage, AK 99501

Department of Veterans Affairs
Regional Office
3225 North Central Avenue
Phoenix, AZ 85012

Department of Veterans Affairs
Regional Office
Building 65, Ft. Roots
P.O. Box 1280
North Little Rock, AR 72115

Department of Veterans Affairs
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11000 Wilshire Blvd.
Los Angeles, CA 90024

Department of Veterans Affairs
Regional Office
2022 Camino Del Rio North
San Diego, CA 92108

Department of Veterans Affairs
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211 Main Street
San Francisco, CA 94105

Department of Veterans Affairs
Regional Office
44 Union Blvd.
P.O. Box 25126
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Department of Veterans Affairs
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450 Main St.
Hartford, CT 06103

Department of Veterans Affairs
Regional Office
1601 Kirkwood Highway
Wilmington, DE 19805

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941 North Capitol Street, NE
Washington, DC 20421

Department of Veterans Affairs
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144 First Avenue, South
P.O. Box 1437
St. Petersburg, FL 33731

Department of Veterans Affairs
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730 Peachtree Street, NE
Atlanta, GA 30365

Department of Veterans Affairs
Regional Office
PJKK Federal Building
300 Ala Moana Boulevard
P.O. Box 50188
Honolulu, HI 96850

Department of Veterans Affairs
Regional Office
Federal Building & U.S.
Courthouse
550 West Fort Street
Boise, ID 83724

Department of Veterans Affairs
Regional Office
536 South Clark Street
P.O. Box 8136
Chicago, IL 60680

Department of Veterans Affairs
Regional Office
575 North Pennsylvania Street
Indianapolis, IN 46204

Department of Veterans Affairs
Regional Office
210 Walnut Street
Des Moines, IA 50309

Department of Veterans Affairs
Medical & Regional Office Center
Blvd. Office Park
901 George Washington Blvd.
Wichita, KS 67211

Department of Veterans Affairs
Regional Office
600 Federal Place
Louisville, KY 40202

Department of Veterans Affairs
Regional Office
701 Loyola Avenue
New Orleans, LA 70113

Department of Veterans Affairs
Medical & Regional Office Center
Togus, ME 04330

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Regional Office
Federal Building
31 Hopkins Plaza
Baltimore, MD 21201

Department of Veterans Affairs
Regional Office
John F. Kennedy Federal Building
Government Center
Boston, MA 02203

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Regional Office
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226

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Regional Office & Insurance Center
Bishop Henry Whipple Federal Building
Fort Snelling
St. Paul, MN 55111

Department of Veterans Affairs
Regional Office
100 West Capitol Street
Jackson, MS 39269

Department of Veterans Affairs
Regional Office
Federal Building
1520 Market Street
St. Louis, MO 63103

CHAPTER 30 CORRESPONDENCE:

Department of Veterans Affairs
Regional Office
P.O. Box 66830
St. Louis, MO 63166-6830

Department of Veterans Affairs
Medical & Regional Office Center
Fort Harrison, MT 59636

Department of Veterans Affairs
Regional Office
Federal Building
100 Centennial Mall North
Lincoln, NE 68508

Department of Veterans Affairs
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Reno, NV 89520

Department of Veterans Affairs
Regional Office
Norris Cotton Federal Building
275 Chestnut Street
Manchester, NH 03101

Department of Veterans Affairs
Regional Office
20 Washington Place
Newark, NJ 07102

Department of Veterans Affairs
Regional Office
Dennis Chavez Federal Building
U.S. Courthouse
500 Gold Avenue, SW
Albuquerque, NM 87102

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111 West Huron Street
Buffalo, NY 14202

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New York, NY 10001

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Portland, OR 97204

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Pittsburgh, PA 15222

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Hato Rey
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Roanoke, VA 24011

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Seattle, WA 98174

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640 Fourth Avenue
Huntington, WV 25701

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Milwaukee, WI 53295

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Cheyenne, WY 82001